

GETTING STARTED WITH YOUR NEWSLETTER ~ SET UP CHECKLIST ~

GETTING STARTED: REQUIRED INFORMATION RECORD

Use this form with checklist to record important information that you will need for setting up your newsletter or to give to the person you've hired to assist you with your newsletter.

DONE?	WHAT?	INFORMATION
<input type="checkbox"/>	Company Name	
<input type="checkbox"/>	Your Name	
<input type="checkbox"/>	Your Title	
<input type="checkbox"/>	Business Address	

DONE?	WHAT?	INFORMATION
<input type="checkbox"/>	Website URL(s)	
<input type="checkbox"/>	Logo (URL and/or file name)	
<input type="checkbox"/>	Header Banner Graphic (URL and/or file name)	
<input type="checkbox"/>	Your Headshot (URL and/or file name)	
<input type="checkbox"/>	Brand Colours – Hex Codes i.e. #FF0000 or RGB Numbers i.e. R:255 G:0 B:0	
<input type="checkbox"/>	Newsletter Title	
<input type="checkbox"/>	Names Of Sections i.e. Welcome, Article, Tip etc.	
<input type="checkbox"/>	Newsletter Frequency	

DONE?	WHAT?	INFORMATION
<input type="checkbox"/>	Current Size Of List	
<input type="checkbox"/>	List Location (file name or other)	
<input type="checkbox"/>	Name Of Email Marketing Software Provider	
<input type="checkbox"/>	Email Marketing Login URL	
<input type="checkbox"/>	Email Marketing User Name	
<input type="checkbox"/>	Email Marketing Password	
<input type="checkbox"/>	Other	
<input type="checkbox"/>	Other	
<input type="checkbox"/>	Other	