

newmediamanagers

First Strategy Session Checklist

- I've completed the Business Profile Questionnaire
- Official name of your business is correct
- Full physical business address is correct
- Business phone number is correct (no toll-free numbers)
- Hours of operation are correct
- Business gmail address and password ready
- Login credentials for all social media properties ready
- I've claimed my business listings on the big 4 sites
- A specific person at my company will work with New Media Managers
- I have the email address of that person ready (we will send our reports here)
- My staff are ready to help make this successful
- I've downloaded the Monthly Content Planning Worksheet
- I know how to join our meeting in Zoom
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