Check list for media & messaging an action

This check list will lead you through all the tasks you need to consider before, during and after your action. Disclaimer: not all these tasks will be relevant to every action.

Click here to access the spreadsheet.

Go to "file" (to left-hand side corner) then click "make a copy" and rename it however you want.

You can then edit your own version of the check list

We update the checklist regularly but if you spot something out of date or you have a relevant resource we should link there, please message @lucielc on Mattermost.