

MARKETING & LOGO LIST

Passwords

Check and confirm access
Change passwords, if needed

Cards

Business Cards
Driver Cards
Internal/External Birthday Cards
Thank You Cards
Note Cards
Recipe Cards

Stationary

Letterhead
Envelopes
Shipping Labels
Email Signatures
Sales Folders
Sales Forms

Handouts

Specials Flyers
Value Adds
Rack Cards
Company Fact Sheet
Surveys
Newsletters
"Green" Information
Other_____

Menus

Sample Menus
Corporate Menu
Social Menu
Special Menu
Menu Signs
Dietary Meals Menus
Special Events Menus
Wedding Menu
Wedding Guide
Other_____

Social Media Profiles

Instagram
Vimeo/YouTube
Pinterest
Facebook
Twitter
Yelp
LinkedIn
Other_____

Advertising Profiles

WeddingWire
TheKnot
PartySpace
UniqueVenues.com
Other_____

Advertising

Print Ads
Digital Ads
Other_____

Culinary & Operations

Box Lunches
Food Labels & Stickers
Napkins
Napkin Rings
Bottled Water
Coffee Cups
Water Bottles
Packing Boxes
Hospitality Mints
Uniforms
Other_____

Email Marketing

Welcome Emails
Automated Emails
Signature Lines
Templates

Website

Content/Blogs
Broken Links
Other_____

Additional Items

Presentations
Nametags
Visitor Nametags
Pens
Event Signage
Outdoor Building Signage
Billboards
Trucks/Vans/Golf Carts
Outdoor Tents
Email Provider Software
Partner Websites
Catering Software (i.e. Proposal, confirmations)
Other_____