



Digital
Section

Christmas Post Checklist

A simple checklist to keep in mind when posting

What do I need to make a post?



A caption



A video or an image

Christmas is a busy time. **Before you post, take 30 seconds** to run through this checklist.



Clear message ☐

Can someone understand your post in a few seconds?



Link added ☐

If people need to donate, book, register or find out more, have you included the link?



Photo or video added? ☐

Have you added your video or image?



Date, time and location included ☐

If you're promoting an event, have you included the key details?