



# Weekly Master Checklist

<b>Content Topic of Posts</b>	<b>Assignee</b> <i>(Source of Content, Social Media Officer, or Content Manager)</i>	<b>Received on</b> <i>(date)</i>	<b>Posted to Facebook</b> <i>(date)</i>	<b>Posted to Twitter</b> <i>(date)</i>	<b>Posted to Instagram</b> <i>(date)</i>	<b>Uploaded to YouTube</b> <i>(date)</i>
<b>Topic Title</b>						
<b>Topic Content</b>						
<b>Contact Person of the Event</b>						
<b>Topic Date</b>						
<b>Videos – if applicable</b>						
<b>Pictures – if applicable</b>						
<b>Media Album Title</b>						
<b>Description for Album</b>						
<b>Description for images</b>						
<b>Facebook Tags</b>						
<b>Twitter Hashtags</b>						
<b>Instagram Hashtags</b>						
<b>YouTube Tags</b>						
<b>Related Info URL</b>						