



# PROOFING CHECKLIST

- ☒ **Logo**
- ☒ **Club theme (if applicable)**
- ☒ **Title (event, promotion, etc.)**
- ☒ **Offer/call to action**
- ☒ **Event details (if applicable)**
- ☒ **Promocode – approved by Marissa**
- ☒ **Club phone**
- ☒ **Club email (if applicable)**
- ☒ **Contact person (if applicable)**
- ☒ **Club website**
- ☒ **Restrictions**
- ☒ **“See Club for Details” (if applicable)**
- ☒ **“Professionally managed by...” logo**
- ☒ **Expiration**
- ☒ **Tax?**
- ☒ **Reservations? Deadline for reservations?**
- ☒ **Date**
- ☒ **Time**
- ☒ **Location**
- ☒ **Customer possessive language/tone**
- ☒ **Bullets for offering(s) (if applicable)**
- ☒ **Consistent formatting of time, date, year**
- ☒ **Spelling, capitalization, punctuation and grammar**