



# 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**