

Project Asset Checklist

Alex Dreyfuss - 2024-08-28 - Project Management

Here is a helpful all-in-one checklist for everything you'll need to submit to us to keep your project moving.

Brand Guidelines (New clients)

Any formal brand guideline documentation that is at your disposal is the first step to ensuring we create a consistent look that matches and elevates your existing materials.

Things we look for:

Typeface and font usage

CMYK, RGB and PMS Color values

Overall look, feel and tone

Brand Assets

Logos

Fonts

Other Items

Copy

Did you know: We offer copy writing services along with design services? For information on our writing services, [click here](#).

For clients who are writing their own copy, we ask that all submitted copy is pre-edited and proofread BEFORE SUBMITTING.

Images

Mailing Data and Suppression Lists