

## 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**