



## School Holidays Closing Checklist

### Have you?

PROCEDURE	DONE
<b>Collated all stats from –</b> <ul style="list-style-type: none"> <li>• Facebook / Other social platforms</li> <li>• Google Analytics</li> <li>• Google Search Console</li> <li>• Newsletter stats</li> <li>• Giveaway entry Nos</li> </ul>	
<b>Uploaded Stats to –</b> <ul style="list-style-type: none"> <li>• Latest Stats page</li> <li>• In relevant Activity Provider Automations</li> </ul>	
Reported to clients	
<b>Giveaways -</b> <ul style="list-style-type: none"> <li>• Sorted Giveaway winners and emailed each</li> <li>• Updated Giveaways page for next holidays</li> <li>• Updated Congratulations page</li> <li>• Updated Giveaway menu link to Congratulations page</li> <li>• Update User Automations with prize winner list</li> </ul>	
Changed Facebook images	
Add/Check Tasks set up for next holidays	