



www.strellasocialmedia.com

#Strella Social Media: Client Communication Checklist

The following checklist shares one-time, weekly, monthly, and as-needed communication—and the approximate time commitment involved—that might occur when we're working together.

One-time communication

- Phone review of start-up strategy – 1 hour
- Coordination to retrieve log-ins, photos, and page verifications during optimization – 30 to 90 minutes

Monthly communication

- Review of social media dashboard – 10 minutes
- Call to review dashboard and to discuss news – 30 minutes

Weekly communication

- Review and feedback on social media content – 5 minutes
- Review of blog content or edits (if applicable) – 10 to 15 minutes

As-needed

- Submission of photos, videos, in-house news, or announcements to share on social media – time commitment varies
- Response to inquiries from your social media audience (we notify you of these) – 2 to 5 minutes

Please note: All times are estimated and will vary by client.