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Key Attractions & Events

List all key attraction and event information for your region

Attraction / Event	Key information

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Images, Videos & Downloads

List the location of folders containing images, videos and downloads for the website on your local network or machine.

Image Folder _____
Video Folder _____
Downloads Folder _____

Holidays & Events

Create a list of all of the major public holidays and school holidays & dates of events.

Holiday / Event	Date Start	Date End

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Content Audit

Review each page of your website. Make notes of content that needs to be updated, also note images, video and downloads that need to be reviewed or added. Check all of your links and make notes of any that are broken.

Page	Page URL	Content Notes	Links, Images, Video & Downloads

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Content Gaps

Based on your audit make a note of any content gaps, decide if theses need to be added to an existing page or a new page.

Content Gap	Add to Page	Create New Page

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Content Review Program

Create program for reviewing your content on an annual basis. Pages for events & specific holidays should be reviewed a minimum of 4 months prior to the event or holiday.

Page	Page URL	Review Date	Notes