IR Email Checklist Template

Update description of email being checked off

- [ ] Copy this template, rename it and update description to reflect specific email details
- [ ] Design - Copy IR - Template message in Ontraport.
- [ ] Design - Replace content with finalized content approved by Jeannie Swindle
- [ ] Design - Make Sure link color is on
- [ ] Design - In Settings - Copy text from HTML to update text email.
- [ ] Design - In Settings - Update subject line
- [ ] Send test emails to - sstrong@viveve.com, stephanie.s.strong@gmail.com, jswindle@viveve.com, abigail.granner@gmail.com, and jeannie@jasandassociates.com
- [ ] ----------Design Phase Complete ---------- Send Checklist share for testing
- [ ] ----------Jeanie's Checklist----------
- [ ] Verify Subject line is correct
- [ ] Verify content of the email is correct
- [ ] Verify the displays as it should (No weird color blocks, etc.)
- [ ] Verify link colors are on brand (not orange or generic blue)
- [ ] Email is correct and ready for send
- [ ] ----------Abigail's Checklist----------
- [ ] Verify Subject line is correct
- [ ] Verify content of the email is correct
- [ ] Verify the displays as it should (No weird color blocks, etc.)
- [ ] Verify link colors are on brand (not orange or generic blue)
- [ ] Email is correct and ready for send
- [ ] ----------Steph's Checklist----------
- [ ] Verify Subject line is correct
- [ ] Verify content of the email is correct
- [ ] Verify the displays as it should (No weird color blocks, etc.)
- [ ] Verify link colors are on brand (not orange or generic blue)
- [ ] Email is correct and ready for send
- [ ] Schedule to send in Ontraport to Investor Relations List
- [ ] Schedule to send in Ontraport to Viveve Contacts List
- [ ] Schedule to send in Ontraport to Viveve Board List

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