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# End of Year Digital Checklist

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## Email

- Ensure all signup forms are working and importing data
- Confirm all template links are working, especially unsubscribes
- Update your list with data from other sources like donations, volunteer records, etc.
- Remove or segment out inactive subscribers
- Confirm the footer mailing address is correct

## Fundraising

- Cancel or send a thank you (and reminder with cancellation link) to recurring monthly donations
- Send a thank you email to donors reporting on their total gift for the year (or cycle)

## Social Media

- Update passwords
- Remove extra admins
- Ensure profiles are completely filled out and info is updated
- Archive/delete inactive accounts

## Graphics

- Create an archive of graphics, including social posts, logos, etc. using Dropbox or Google Drive
- Compile a style guide with information like vector files for logos, colors, etc.

## Website

- Ensure all workflows are functioning properly
- Audit for inactive pages
- Confirm contact details are correct
- Delete inactive user accounts

## Videos

- Make videos private or delete them from YouTube and elsewhere if no longer relevant.
- Create an archive of videos using Dropbox or Google Drive

## Systems Admin

- Delete inactive users and email addresses
- Update payment details on domain names, turn off automatic renewals, or transfer ownership.
- Downgrade server capacity if appropriate
- Turn on automatic updates for Wordpress and plugins

## Miscellaneous

- Cancel any recurring payments for services no longer needed.