

# GOING GOV CHECKLIST

- Business Cards \_\_\_\_\_
- County Letterhead/ Contracts/ Invoices \_\_\_\_\_
- Envelopes \_\_\_\_\_
- Internal Training Documentation \_\_\_\_\_
- Brochures/ Flyers/ Handouts \_\_\_\_\_
- Department Signage \_\_\_\_\_
- Voicemails \_\_\_\_\_
- Social Media Accounts \_\_\_\_\_
- County Merchandise/ Vehicle Wraps \_\_\_\_\_
- New Employee Packets \_\_\_\_\_
- Updating mailing lists and subscriptions \_\_\_\_\_
- Training Materials/ Policy and Procedures \_\_\_\_\_
- Email Signatures \_\_\_\_\_
- Videos \_\_\_\_\_
- Department Website Content \_\_\_\_\_