

Online Site & USB/CD Export

Job #	Acronym:
Project Tech proof before telling PM site is ready	1. Site Proof
PM Proof before sending to customer	2. Site Proof
Project Tech proof after alts	3. Alts/Rework
Project Manager	4. Final Proof
Customer approval <i>PM signature for Cust</i>	5. Final Proof

- Qualifications:** Following the instructions given in the job ticket: Banner, navigation, indices, metadata, etc.
- Content:** Assuring that all project content is accurate: Dates, Spelling, More Information
- Quality:** Checking project quality: Image size, resolution, color, etc
- Consistency:** Approving steps of the process consistently: Right2Left, Banner2Footer, Page2Page

Online Site & USB/CD Export Proofing Checklist for PMs & PTs

Proofing completed in Chrome

Proofing Link

Site Settings

- ☐ Site flows to mobile with no issues
- ☐ Correct Navigation- Top or Side
- ☐ Logo appears in top left corner – top nav only
- ☐ Google Analytics set up correctly
- ☐ Disqus set up if required

Banner

- ☐ Artwork matches the customer's request
- ☐ Banner shows up on all internal pages

Homepage

- ☐ Artwork matches the customer's request
- ☐ Spelling is correct
- ☐ Dates are correct
- ☐ Location is correct
- ☐ Hero image link goes to correct place
- ☐ Map (optional) is correct
- ☐ Explore Conference links go to correct index

Navigation

- ☐ Indices match the customer's request (review set up spreadsheet navigation tab)
- ☐ Spelling is correct
- ☐ Verified all links work/go to correct landing page

Access

- ☐ Logged in as each role
- ☐ Verified correct role access

Search

- ☐ Completed multiple searches

Index:

- ☐ Order is correct, Spelling is correct
- ☐ Correct information is visible based on setup sheet and data provided
- ☐ Checked 12 random papers
 - Do the papers load and match the activity title
- ☐ Check add to Cal link (optional)
- ☐ Author images showing if provided
- ☐ Is the index in the correct mode – Teaser/Index
- ☐ Are Tracks/Functions/Rooms showing correctly

USB/CD Export Proofing Checklist for PMs & PTs

[More Information](#)

- ☐ Matches customer request
- ☐ Verified all links work/go to correct landing page
- ☐ Is Help and Support set up correctly
 - Check the customer contact information

[Footer](#)

- ☐ Copyright year correct
- ☐ Association name is correct

USB Final Proof

[Proofing](#)

- ☐ Windows version loads once moved to drive
 - Check a few random papers
 - Check search
- ☐ Mac version tested on Mac
 - Check a few random papers
 - Check search