

Creative Asset Submission Checklist

Campaign/Project Name

Asset Type

Description

General Requirements

- ☐ Correct asset dimensions provided
- ☐ File format matches requirements
- ☐ File size within limits
- ☐ File named according to guidelines

Content Review

- ☐ Spelling and grammar checked
- ☐ Branding applied correctly
- ☐ Proper copyright/usage rights obtained
- ☐ Internal approvals completed

Technical Specifications

- ☐ Resolution meets requirements
- ☐ Color mode is as specified
- ☐ All links & fonts embedded (if applicable)