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|  | Build of Materials Checklist |

## What is the purpose of the Build of Materials checklist?

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| The build of materials checklist is an essential first step in your content build. It ensures you have all the necessary content, images, files, and links to complete your build.  |

## How do I use it?

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| Complete this checklist prior to beginning any or each asset type. Begin by entering the name of the asset within the Asset Name column. Then, place a checkmark in each column after collecting the item.  |

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| --- | --- | --- | --- | --- | --- |
| **Asset Name** | **Thumbnail Image** | **Copy** | **Body Image** | **URLs** | **Documents** |
| My Practice Form |  | X | X |  |  |
| My Practice Email |  | X | X |  |  |
| My Practice Social Post | X | X | X | X |  |
| My Practice Banner Ad | X | X | X |  |  |
| My Practice Co-branded PDF | X | X |  |  | X |
| My Practice File Upload | X | X |  | X | X |