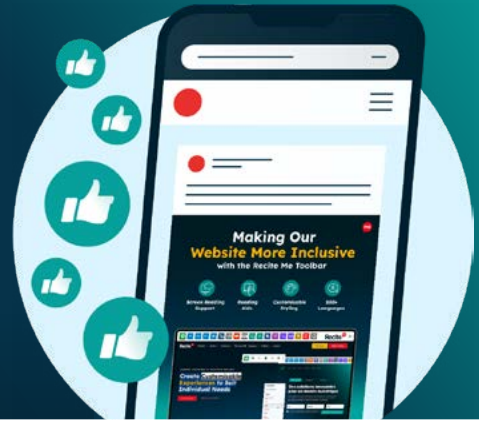


Recite Me Toolbar Marketing Launch Checklist



1. Accessibility Foundation

Complete

Upload a [Recite Me Toolbar User Guide](#) to your website.

☐

Create or update your [Accessibility Statement](#) to reflect your accessibility commitment.

☐

2. Internal Comms

Complete

Publish an [internal launch blog](#) to introduce Recite Me to staff.

☐

Share the [Recite Me Training Course Video](#) with your team.

☐

Post launch updates on your [intranet](#).

☐

3. Website Content

Complete

Publish a [launch blog](#) on your main website to highlight the new toolbar.

☐

4. External Comms

Complete

Announce the launch on all [social media channels](#).

☐

Use [Recite Me graphics and videos](#) to enhance your posts.

☐

Add [special accessibility days](#) to your calendar.

☐

5. Advance Your Accessibility Efforts

Complete

Sign up for one of [Recite Me's free accessibility training courses](#).

☐

Follow [Recite Me's accessible social media guide](#) to ensure your posts are inclusive.

☐

6. Get Featured on the Recite Me Website

Complete

Complete [Recite Me's feature questionnaire](#) to be highlighted on our website.

☐