Cvent, Express | Testing Checklist

Checklist Item	Desktop	Comments	Mobile	Comments
The following items are to be checked before opening the message.				
Overall Look				
Images				
Registration Questions Are all necessary questions being asked?				

The following items are to be checked after submitting your registration. There a many post-registration emails.

	Registration Confirmation	Event Reminder	Post-Event Feedback
Delivery Did the message go to your SPAM folder?			
Subject Line			
From Information			
Images			
Overall Look			
Confirm Information & Details Follow the instructions for attendees			
Check Links			
Event Planner Information Is it clear where to direct questions?			
Mobile Don't forget to check the email on mobile			

Your Name: _____

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