# Brand Guidelines vs Playbooks Checklist

### Brand Guidelines

- Logos
- Logo safe zone
- Logo dos and don'ts
- Visuals examples
- Visual dos and don'ts
- □ Image selection
- Illustration style
- Colour palatte
- Colour palatte dos and don'ts
- Fonts
- Text hierarchy
- □ Hashtags
- □ Taglines
- Brand celebrity
- □ TOV
- TOV dos and don'ts
- □ Word board

- Grammar rules
- Phrases
- □ Word specifics
- □ Rules of using and/&
- □ Rules of using emoji
- Date and Time format
- Bullet points format (full stop or not)
- Testimonial name and title format
- □ Website examples
- □ Email template examples
- □ Social examples
- □ Advert examples
- □ Social profile and banners examples
- Presentation slides examples
- □ Social profile and banners examples
- Brand rollout

## Playbooks

#### Organic social media

- □ Active social media channel profiles
- Social media channel updates, results and performance learnings
- Social media hashtag library
- □ Post frequency, best time and days to post
- □ Social visual style updates, results and learnings
- Social visual styles: B2C style, B2B style, testimonial style, competition ads style, in the moment post style, FAQ style, holiday post style
- □ URL format, bitly or original URL
- □ Text hierarchy on social visual examples
- □ Logo position on social posts
- AI image generation prompt learnings

#### Paid adverts

- □ Targeting updates, results and learnings
- □ Creative results and learnings
- Record of advert changes, why, notes and impact on performance
- Record of advert locations, where they show and performance
- □ UTM code performance, results and learnings

#### Website and landing pages

- □ Landing page versions
- □ Hotjar performance screenshots
- Updates on user journey and impact on performance
- □ Headline and CTA updates
- Record of landing page changes, why, notes and impact on performance



We bridge the gap between brand and performance.

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# Brand Archetype

