



Blog Post Creation Tool

Due Date: _____ Date to Go Live: _____

Person Writing Article: _____

Identified People Contributing to Article: _____

Article Topic: _____

Title/Main Headline (120 characters or less):

Main Point I Want to Get Across:

Items or Facts to Make Sure to Mention:

Keywords or Phrases to Mention: (Use keywords in title of images, alt tags, and/or sub-headings)

Photos Needed:

Internal Links to Add to Article:

External Links/Supporting Material:

Call to Action: (What is the next step you'd like readers to take?)