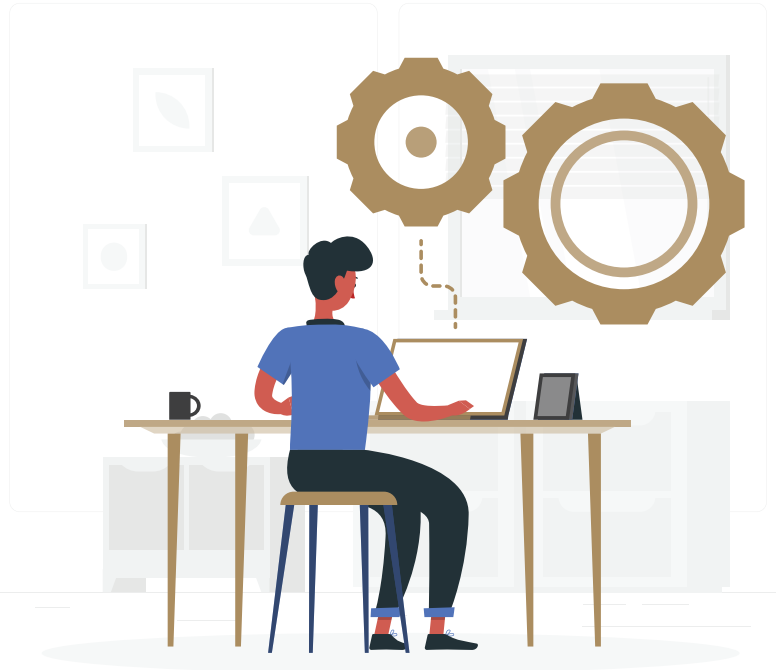


# WORKING REMOTELY?

*We've prepared a handy checklist to help stay on track with the branding of external communications.*



## EXTERNAL COMMUNICATION CHECKLIST

- Have I left the text in my email black?
- Have I left my email signature how it appears automatically?
- When forwarding an email, have I removed all unnecessary information?
- Am I addressing the the person I'm communicating with, professionally?
- Have I signed off my communication in a professional manner?
- Am I being consistent with the Sovereign Hill brand?
- Am I upholding the Sovereign Hill values?
- If writing a letter or creating a Powerpoint presentation, have I used the Sovereign Hill templates provided?

*You can access brand information, letterheads and logos at [sovereignhill.com.au/staff-resources](https://sovereignhill.com.au/staff-resources)*