



CREATIVE DELIVERY

Social media approval workflow

A worksheet for defining who reviews social content, when feedback is due, how revisions are handled, and what counts as approval.

A practical worksheet from Stelaah

Use it, adapt it, and save it with the client work it supports.

HOW TO USE THIS

Posts are delayed by unclear or scattered approvals.

WORK THROUGH THE CHECKLIST

- ☐ 01 **Set the content calendar**

- ☐ 02 **Name reviewers**

- ☐ 03 **Set review windows**

- ☐ 04 **Define feedback format**

- ☐ 05 **Limit revision rounds**

- ☐ 06 **Record final approval**

Before you close this

Name one owner, one next action, and one date. A worksheet only helps when the next commitment is visible to the people doing the work.

Notes and decisions

Use this page to record what changes after you work through the checklist.

This practical workflow resource is not legal, financial, tax, or security advice. Adapt it to your team and circumstances.