

# INFORM & ENGAGE CHECKLIST



Use this list to inform your audience of any business changes you are temporarily experiencing.

- Update voicemail message or redirect business phone to cell phone.
- Post a sign on your business entrance.
- Update website with web banner, popup, blog or homepage statement.
- Email your entire customer list with updated business information.
- Post notification to all managed social media accounts.
- Update pre-scheduled Event listings on social media and website.
- Update your Google My Business information.
- Access the PADI Resource Hub to register for upcoming webinars.



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SAVE THE OCEAN.™