Approve the exact post.

One version, named owners and a clear decision. This manual record does not configure or stop your publishing software.

Post reference / caption version: _____
Media filename / version: _____
Approved text and media stored at: _____

Final link / mobile check: _____
Offer / location / dates checked by: _____

Writer: _____ Checker: _____
Approver: _____ Publishing owner: _____
Backup: _____ Decision deadline / zone: _____

Channel / account 1: _____

Caption / media version: _____ Link reference: _____
Publish date / time / timezone: _____
Approve / Hold: _____ Approver / decision at: _____
Actual saved schedule checked by / at: _____

Channel / account 2: _____

Caption / media version: _____ Link reference: _____
Publish date / time / timezone: _____
Approve / Hold: _____ Approver / decision at: _____
Actual saved schedule checked by / at: _____

Changed version? Hold first, then review again.

Our team rule: a new caption, media, offer, link, account or time needs a fresh decision. No reply means hold. Approval can schedule publishing in HighLevel. Confirm timing before approving.

Old schedule moved / removed; verified by / at: _____
New version / decision reference: _____

Check before it goes live.

Full test actions are in the web worksheet and editable file. Use controlled samples and record what you observed.

01 Exact version and right account

The reviewer can identify the exact approved version and each intended account. A changed detail needs a fresh decision.

Result: Untested / Needs work / Passed Evidence / owner: _____

02 Link and offer agree on a phone

The final page matches the post and the next action is usable on a phone. A wrong, expired or broken destination blocks release.

Result: Untested / Needs work / Passed Evidence / owner: _____

03 Approval has a safe publishing time

The approver checks date, time and timezone before approval; the saved schedule matches. Approval may schedule publishing.

Result: Untested / Needs work / Passed Evidence / owner: _____

04 No decision or no email

No response is treated as a hold. The publishing owner checks pending work directly and uses the named backup.

Result: Untested / Needs work / Passed Evidence / owner: _____

05 Last-minute change and stop check

The old schedule is verified stopped or moved before a new version is approved. A changed worksheet is not proof of a stop.

Result: Untested / Needs work / Passed Evidence / owner: _____

06 Failure without a duplicate post

A real destination check precedes a retry. Already-live copies are not reposted; uncertainty goes to one owner.

Result: Untested / Needs work / Passed Evidence / owner: _____

Release and exception owner

Ready / Hold: _____ Approved version / by: _____
Live link / failed or uncertain channel: _____
Destination checked / retry decision / owner: _____
Fix / retest / next staffed check: _____