

Social Media Canva Quick Checklist

Use the quick checklist below when designing social media content to ensure your design follows established style guidelines and accessibility compliance.

- Have I tested my Canva social media creation using the Accessibility Checker? (Evaluates for Color Contrast, Alternative Text, and Font Sizes.)
- Does my event information follow the proper Time and Date standard as specified in the Chicago Manual of Style?
(E.g., Monday, February 3, 2026, 8:00 a.m. to Noon or 1:00 to 5:30 p.m.)
- Have I used the proper Office Tier 3 Brand Identity and provided enough space around the identity mark? (I.e., the identity mark should not overlay into background patterns or extraneous graphic elements.)
- Have I applied enough margin space around my design so textual information stays within the design and does not bleed off the edge?
- Am I using clear and legible Type Treatment? (I.e., less decorative headlines for better legibility.)
- Have I double checked my Text for Spelling Errors?
- Have I properly sized my design for Social Media Platforms?

