**CREATIVE REVIEW ROUND TEMPLATE**

Use this template to structure your review round meetings, whether with an external client or internal stakeholders. The template includes space for three rounds of review meetings, and signatures for final approval.

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| PROJECT TITLE | PROJECT DUE DATE |
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| --- |
| CREATIVE ASSET(S) |
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| --- | --- |
| ROUND | DATE |
| Review Round #1: FIRST REVIEW |  |

MEETING PARTICIPANTS

|  |  |
| --- | --- |
| Client Team |  |
| Internal Team |  |

Overview (5 mins)

**Review project scope and specifications**:
Review expectations with the client, and give an overview of what you will accomplish in this meeting.

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Updates (5 mins)

**Progress and milestones**:
List any recent progress, accomplishments, or status updates on the creative assets in production.

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**Obstacles:**Discuss any obstacles or risks that have occurred, including adjustments to timeline, budget, or scope of work.

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Design Review (15 mins)

**Review each creative asset:**

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**Capture client feedback:**

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Next Steps (5 mins)

Based on client feedback, decide next steps, and prioritize actions. Set expectations for what you will accomplish by the next review round meeting.

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| ROUND | DATE |
| Review Round #2: ASSET DEVELOPMENT UPDATE |  |

MEETING PARTICIPANTS

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| --- | --- |
| Client Team |  |
| Internal Team |  |

Overview (5 mins)

**Review project scope and specifications**:
Review expectations with the client, and give an overview of what you will accomplish in this meeting.

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Updates (5 mins)

**Progress and milestones**:
List any recent progress, accomplishments, or status updates on the creative assets in production.

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**Obstacles:**Discuss any obstacles or risks that have occurred, including adjustments to timeline, budget, or scope of work.

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Design Review (15 mins)

**Review each creative asset:**

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**Capture client feedback:**

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Next Steps (5 mins)

Based on client feedback, decide next steps, and prioritize actions. Set expectations for what you will accomplish by the next review round meeting.

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| ROUND | DATE |
| Review Round #3: FINAL DELIVERY |  |

MEETING PARTICIPANTS

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| --- | --- |
| Client Team |  |
| Internal Team |  |

Overview (5 mins)

**Review project scope and specifications**:
Review expectations with the client, and give an overview of what you will accomplish in this meeting.
In most cases, the third round will be the final delivery round.

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Updates (5 mins)

**Progress and milestones**:
List any recent progress, accomplishments, or status updates on the creative assets in production.

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**Obstacles:**Discuss any obstacles or risks that have occurred, including adjustments to timeline, budget, or scope of work.

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Final Asset Presentation (20 mins)

**Review each final creative asset:**

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Final Client Sign-Off

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| SIGNATURE | DATE |
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| --- | --- |
| SIGNATURE | DATE |
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| SIGNATURE | DATE |
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Follow up with launch details, final invoices, and expected next step (KPI tracking, etc.).

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