

1. CLARITY & SIMPLICITY

LOGO SELF AUDIT

Take a few minutes to honestly assess your current logo using the criteria below. This will help you identify areas of strength and opportunities for improvement.

Is your logo easy to understand at a glance? Does it avoid unnecessary clutter or visual noise?		
Needs Work	Good	Great
Comments:		
2. CRAFTSMANSHIP		
Are the lines clean, shapes inte Needs Work Comments:	entional, and the Good	design professionally built? Great
3. RELEVANCE		
Does your logo reflect your inde Needs Work Comments:	Good	d farget audience? Great
4. VERSATILITY		
Can your logo be used across d	_	' <u>'</u>
Needs Work Comments:	Good	() Great
5 MEMORADILITY		
5. MEMORABILITY Can someone recognize or desc	cribe vour logo d	ifter seeing it once?
Needs Work	Good	Great
Comments:	_	



BEFORE YOU HIRE A DESIGNER

Logo File Types Explained

1. EPS (.eps) – "The Master File"

Best for: Professional printing, large-scale signs, and editing Key Features: Vector-based, infinitely scalable without losing quality You Need This: If you're working with designers, printers, or vendors

2. SVG (.svg) - "The Web-Friendly Vector"

Best for: Websites, digital applications, and responsive design Key Features: Scalable like EPS, but optimized for screens and code You Need This: For developers or if your logo is used online often

3. PDF (.pdf) - "The All-Purpose File"

Best for: Sharing, previewing, and some forms of printing Key Features: Can include vector data; easy to view across devices You Need This: For general use with clients, printers, or presentations

4. PNG (.png) - "The Web Graphic"

Best for: Websites, social media, email signatures
Key Features: Transparent background, crisp at small sizes
You Need This: For online use where your logo overlays other graphics

5. JPG (.jpg or .jpeg) - "The Photo-Like Format"

Best for: Photos or basic web use with white/light backgrounds Key Features: Not scalable, no transparency, may look fuzzy if resized You Need This: As a fallback image format, but not ideal for logos

Bonus: AI (.ai) - "The Adobe Illustrator File"

Best for: Original design source files (editable)

Key Features: Full control over every part of the logo

You Need This: If you or your designer are editing the logo directly

Are you ready to rebrand or refine your visual identity?	
Use this checklist to make sure you're prepared to work with a d	esigner:
Openition Do you have access to your current logo files (EPS, PNG, JPC)	;)?
Openition Do you know your brand's colors and fonts?	
Have you clearly defined your target audience?	
Can you describe your brand's personality in 3 words?	
Opo you need a logo refresh or a full rebrand?	
Do you have a website or marketing materials that need to	align?
() Are you open to professional guidance and collaboration?	



BRANDING SCORECARD

Check all that apply to your current branding:

My logo is used consistently across all platforms
Our brand colors are always applied the same way
OFonts are consistent in all printed and digital materials
Our website visually aligns with our social media and print
Employees use our logo and assets correctly
○We have a brand guide or reference for design standards
Email signatures reflect our visual brand
OBusiness cards, brochures, and signage look cohesive
Our packaging (if applicable) fits our brand image
Social media content uses branded templates or styling

Common Branding Mistakes

- Using too many fonts or mismatched styles
- Stretching, warping, or distorting the logo
- Switching colors randomly between materials
- Using low-resolution or pixelated images
- Mixing brand voice or tone inconsistently
- Using DIY logos without scalability (no vector files)
- No clear visual style or brand guide
- Different looks across web, print, and social
- Overusing Canva templates with no customization
- Forgetting to test how your brand feels to others



NEED HELP?

Whether you're starting fresh or need to clean up what you already have, I'm here to help make sure your brand looks as professional as your business. Reach out anytime—I'd be happy to chat.

