**Admin Clean-Up Checklist**

* + Remove Content Admin Rights
	+ Remove Gold Key admin rights
	+ Ensure their email address, name, and contact information is removed from all form type emails
		- Admin confirmation emails
		- Member confirmation emails
		- Scheduled billing emails
	+ Remove them as a contact on Detail Pages for Events, Donations, and Memberships
	+ Update scheduled reports to remove their email address, so they no longer receive them
		- Member reports
		- Form reports
		- Donation reports
		- Event reports
		- Membership reports
	+ Ensure their contact information is removed from pending emails in Email Marketing
	+ Update Payment Gateway username/password if needed