**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