**SOCIAL MEDIA MONTHLY REPORT – TEMPLATE**

**Client Name (Report Date)**

1. First social media channel (e.g. Facebook)
   1. Show growth / reach and engagement
   2. Attach any relevant graphics
   3. Add popular posts from last month
2. Second social media channel (e.g. Twitter)
   1. Show growth / reach and engagement
   2. Attach any relevant graphics
   3. Add popular posts from last month
3. Add notes, comments & suggestions

*Always compare report with initial goals set.*

*After first month’s report, ask the client for feedback.*

*Add or remove information based on feedback.*