







COMMUNICATIONS WORKSHEET

| SOCIAL MEDIA | EMAIL | WEBSITE | FLATSCREENS | LUTHERAN Newsletter | WEEKLY |
|---|---|---|---|---|---|
|  |  |  |  |  |  |
| DATE TO POST | Thursday Email Due Wednesday | Upcoming Event Section | DATES Due Wednesday | DEADLINES January 18, 2022 | Due Tuesday |
| DATE of EVENT | Separate Email Must be HUB approved | Page of Group | | What Issue | DATE TO START & END 3 weeks maximum |
| | | DATE TO START & END | | | |

Use this form as a worksheet for yourself. After you charted everything, go to trinitylansdale.com/media and fill out the online form.