







COMMUNICATIONS WORKSHEET

SOCIAL MEDIA	EMAIL	WEBSITE	FLATSCREENS	LUTHERAN Newsletter	WEEKLY
					
DATE TO POST	Thursday Email Due Wednesday	Upcoming Event Section	DATES Due Wednesday	DEADLINES October 20, 2023 Events and happenings till January 2024	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.