







COMMUNICATIONS WORKSHEET

SOCIAL MEDIA	EMAIL	WEBSITE	FLATSCREENS	LUTHERAN Newsletter	WEEKLY
					
DATE TO POST	Thursday Email Due Wednesday	Upcoming Event Section	DATES Due Wednesday	DEADLINES April 12 , 2024 August 16, 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.