



## TE Creative Services Sample Client Communications Plan

### April

4/1	Post stories to Yourhub.com/ blog / Facebook	4/1	Develop Newsletter	4/1	Finish New Design	4/1	Send out grants	4/1	Attend events as needed/serve on committees/take photography as needed
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### May

5/1	Post stories to Yourhub.com/blog/ Facebook	5/1	Send out Newsletter	5/1	Develop blog items/ new page information	5/1	Send out grants	5/1	Attend events as needed/serve on committees/take photography as needed
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### June

6/1	Post stories to Yourhub.com/ blog / Facebook	6/1	Develop Annual Report	6/1	Work on SEO	6/1	Send out grants	6/1	Attend events as needed/serve on committees/take photography as needed
				6/10	Add new blog entries				
				6/20	Work on new pages				

### July

7/1	Post stories to Yourhub.com/ blog / Facebook	7/1	Finish Annual Report	7/1	Work on SEO	7/1	Send out grants	7/1	Attend events as needed/serve on committees/take photography as needed
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		7/10	Begin eNewsletter Design	7/10	Add new blog entries				
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### August

8/1	Post stories to Yourhub.com/ blog / Facebook	8/1	Send out eNewsletter	8/1	Work on SEO	8/1	Send out grants	8/1	Attend events as needed/serve on committees/take photography as needed
				8/10	Add new blog entries				

### September

9/1	Post stories to Yourhub.com/ blog / Facebook	9/1	Send out eNewsletter	9/1	Keep site updated/add new blog items/ add new pages	9/1	Send out grants	9/1	Attend events as needed/serve on committees/take photography as needed
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### October

10/1	Post stories to Yourhub.com/ blog / Facebook	10/1	Send out eNewsletter	10/1	Keep site updated/add new blog items/ add new pages	10/1	Send out grants	10/1	Attend events as needed/serve on committees/take photography as needed
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10/5	Write Annual Appeal Letter	10/5	Send out Newsletter with holiday donor focus						
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### November

11/1	Post stories to Yourhub.com/ blog / Facebook	11/1	Send out eNewsletter	11/1	Keep site updated/add new blog items/ add new pages	11/1	Develop new grant plan/packet focus	11/1	Attend events as needed/serve on committees/take photography as needed
		11/5	Design Annual Appeal Letter and Send to Printer						

### December

12/1	Post stories to Yourhub.com/ blog / Facebook	12/1	Send out eNewsletter	12/1	Keep site updated/add new blog items/ add new pages	12/1	Develop new CGA with updated focus	12/1	Attend events as needed/serve on committees/take photography as needed
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