**Sample Communication Outline**

**Date**

* **Channel**
  + What to post or publish (staff responsible)

**Sample Outline**

**April 1**

* **eNewsletter** 
  + Virtual Children's Programming Schedule (Ms. Jen)
  + April Teen Lab on 4/15 (John)
  + Weekly Tech Help Sessions (Bonnie)
  + Local History Presentation on 4/21 (Bonnie)
  + Census Reminder (Bonnie)
* **Facebook** 
  + eNewsletter post (Bonnie)
* **Website Post**
  + Census Reminder (Bonnie)

**April 2**

* **Facebook**
  + Virtual Storytime Signup (Ms. Jen)
* **Instagram**
  + Virtual Storytime Signup (Ms. Jen)

**April 3**

* Facebook Main Page
  + Teen Lab (John)
* Facebook Home School Group
  + Teen Lab (John)
* Instagram
  + Teen Lab (John)