**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)