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| --- | --- | --- | --- | --- |
| Sample April Communication Schedule | | | | |
| Date | **Time** | **Item** | **Owner** | **Channel** |
| 4/1/2020 | 10:00 AM | Virtual Children's Programming Schedule | Ms. Jen | eNewsletter |
| 4/1/2020 | 10:00 AM | April Teen Lab on 4/15 | John | eNewsletter |
| 4/1/2020 | 10:00 AM | Weekly Tech Help Sessions | Bonnie | eNewsletter |
| 4/1/2020 | 10:00 AM | Local History Presentation on 4/21 | Bonnie | eNewsletter |
| 4/1/2020 | 10:00 AM | Census Reminder | Bonnie | eNewsletter |
| 4/1/2020 | 8:00 PM | eNewsletter post | Bonnie | Facebook |
| 4/1/2020 | 7:00 AM | Census Reminder | Bonnie | Website Post |
|  |  |  |  |  |
| 4/2/2020 | 8:00 PM | Virtual Storytime Signup | Ms. Jen | Facebook |
| 4/2/2020 | 8:00 PM | Virtual Storytime Signup | Ms. Jen | Instagram |
|  |  |  |  |  |
| 4/3/2020 | 8:00 PM | April Teen Lab on 4/17 | John | Facebook |
| 4/3/2020 | 8:00 PM | April Teen Lab on 4/17 | John | Facebook Home School Group |
| 4/3/2020 | 8:00 PM | April Teen Lab on 4/17 | John | Instagram |
|  |  |  |  |  |
| 4/4/2020 | 10:00 AM | Weekly Tech Help Sessions | Bonnie | Facebook |
|  |  |  |  |  |
| 4/5/2020 | 8:00 PM | Local Business Feature | Bonnie | Facebook |
| 4/5/2020 | 8:00 PM | Local Business Feature | Bonnie | Instagram |
|  |  |  |  |  |
| 4/6/2020 | 7:00 AM | April Teen Lab on 4/15 | John | Website Post |
|  |  |  |  |  |
| 4/7/2020 | 8:00 PM | RBDigital Magazines Promotion | Bonnie | Facebook |
| 4/7/2020 | 8:00 PM | RBDigital Magazines Promotion | Bonnie | Instagram |
|  |  |  |  |  |
| 4/11/2020 | 10:00 AM | Weekly Tech Help Sessions | Bonnie | Facebook |
|  |  |  |  |  |
| 4/13/2020 | 7:00 AM | Local History Presentation on 4/21 | Bonnie | Website Post |
| 4/13/2020 | 10:00 AM | Local History Presentation on 4/21 | Bonnie | Facebook |
| 4/13/2020 | 8:00 PM | Local History Presentation on 4/21 | Bonnie | Instagram |
|  |  |  |  |  |
| 4/14/2020 | 8:00 PM | Virtual Storytime Signup | Ms. Jen | Facebook |
| 4/14/2020 | 8:00 PM | Virtual Storytime Signup | Ms. Jen | Instagram |
|  |  |  |  |  |
| 4/15/2020 | 8:00 PM | April Teen Lab on 4/17 | John | Facebook |
| 4/15/2020 | 8:00 PM | April Teen Lab on 4/17 | John | Facebook Home School Group |
| 4/15/2020 | 8:00 PM | April Teen Lab on 4/17 | John | Instagram |
|  |  |  |  |  |
| 4/18/2020 | 10:00 AM | Weekly Tech Help Sessions | Bonnie | Facebook |
|  |  |  |  |  |
| 4/20/2020 | 7:00 AM | Weekly Tech Help Sessions | Bonnie | Website Post |
| 4/20/2020 | 10:00 AM | Local History Presentation on 4/21 | Bonnie | Facebook |
|  |  |  |  |  |
| 4/25/2020 | 10:00 AM | Weekly Tech Help Sessions | Bonnie | Facebook |