

ATTACHMENT 6: CONSOLIDATED COMMUNICATION PLANNING WORKSHEET TEMPLATE

NPO COMMUNICATIONS STATEMENT (FROM ATTACHMENT 1)

COMMUNICATONS PLAN

(a) Communications format (from Attachment 4)	(b) Audience(s) receiving this communication (from Attachment 4)	(d) Partner Organization, if any, and what they will do (from Attachment 5)	(e) Method and frequency of communication	(f) NPO staff responsible for this communication

COMMUNICATIONS CALENDAR

Use information from the Communications Plan to complete this monthly Communications Calendar.

Month and year	Scheduled communications activities