



Sample communication plan

What	When	To whom	How
Newsletter	Every Friday	All members	E-newsletter
			Printed version available in the clubhouse
New member open day	12-Jun	All members and visitors	Email
			Posters
			Car leafleting
Societies promo	1 February, 1 June	Members in societies	Email
Business days promo	1 February, 1 June	Working members	Email