

## August 2024 Communication Topics

### Newsletter Dates - August 2 & 16

| Topic  | Social Media  | Newsletter | Event Date | Solo Emails (Specify Frequency) | Additional Outlets (Please Specify) |
|--|---------------|------------|------------|---------------------------------|-------------------------------------|
| <b>National Night Out</b>  | Weekly        | Both       | 8/6        |                                 |                                     |
| <b>Cane Creek Park Event</b> <i>(Awaiting Details from Parks and Rec)</i>  | Bi-Weekly     | Both       | Sept       |                                 |                                     |
| <b>Cornhole Tournament</b> <i>(Awaiting Details from Parks and Rec)</i>    | Bi-Weekly     | Both       | 8/21       |                                 |                                     |
| Coffee with Council - 8/1 from 10-11am                                     | Mon - Thu     | Previous   | 8/1        |                                 |                                     |
| <b>Meetings Next Week</b><br>PR&G Board Meeting - 8/6 at 9am               | Friday Before | 8/2        | 8/6        |                                 |                                     |
| <b>Meetings Next Week</b><br>Village Council Regular Meeting - 8/13 at 6pm | Friday Before | 8/2        | 8/13       |                                 |                                     |
| <b>Meetings Next Week</b><br>Planning Board Meeting - 8/20 at 6pm          | Friday Before | Both       | 8/20       |                                 |                                     |
| UCPS - First Day of School - 8/26  | Mon - Thu     | 8/16       | 8/26       |                                 |                                     |
| Coffee with Council - 8/27 from 6-7pm                                      | Mon - Thu     | Both       | 8/27       |                                 |                                     |
| <b>Meetings Next Week</b><br>Village Council Work Session - 8/29 at 9am    | Friday Before | Both       | 8/29       |                                 |                                     |
| <b>Meetings Next Week</b><br>PR&G Board Meeting - 9/3 at 9am               | Friday Before | 8/16       | 9/3        |                                 |                                     |
| Coffee with Council - 9/5 from 10-11am                                     | Mon - Thu     | Both       | 9/5        |                                 |                                     |
| MARSH Articles   |               | Both       |            |                                 |                                     |

| Press Releases | Social Media | Newsletter | Event Date |
|----------------|--------------|------------|------------|
| TBD            | TBD          | TBD        |            |

| Event Signage for Staff to Purchase | Size |
|-------------------------------------|------|
|                                     |      |
|                                     |      |

**\*Note: The lead time for banners is at least two weeks, as staff needs time to design, proof, order the banners, and to allow for delivery and installation.**