**Add title of project, plan or campaign**

|  |  |
| --- | --- |
| **Signed off by** |  |
| **Communications lead** |  |

1. KEY MESSAGES
	1. **Key messages**
2. COMMUNICATION TACTICS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date/Deadline** | **Event/Activity** | **Key messages** | **Audience** | **Owner/s** | **Completed** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |