Program/Event/Activity/Communication Request Process

Respond within 7 days

Publish within 4 weeks

Requestor	Comm Team	Spurr	Comm Team	Hanrahan	Comm Team	Hanrahan
Submit Request 6 months prior to event date	Review Request	Approval by VP / District Chair / Committee	Respond to Submitter	Add to Calendar	Determine Approach / Timing	Publish to HNE Website

Automated Reply

Promote on Social Media

Comm Team

1-6 Months Prior		2-3 Weeks Prior	One Week Prior	Week of	Day of
HNE Website					
Heartbeat (2nd & 4th Wed)	Social Media	Heartbeat (2nd & 4th Wed)	Social Media	Social Media	Event / Activity
Roundtable		Roundtable			Social Media
		Social Media			External Media (if applicable)
		External Media (if applicable)			