Announcement and Communication Plan Template

Please use the following guideline when submitting a request for event announcement and subsequent communication to be published to the PMINEO website.

**Event Title:** The event title.

**Topic:** One or two lines describing the topic of the event.

**Summary of Presentation or Event:** Detailed description or advertisement of the event, usually one to two paragraphs.

**Speakers:** Key event speaker/s.

**Date:** Day of the week and date.

**Time:** Start and end time. Brief agenda of times within the event, such as registration and networking time and presentation times.

**Location:** Location and directions to the event.

**Cost:** If applicable.

**Refreshments:** If applicable.

**Register:** Registration information or link on where to register.

**Event Capacity:** For registration processing, please provide the number of attendees permitted for the event.

**PDU/s**: If applicable.

**Speaker Biography:** If applicable, a brief summary of the speaker or speaker’s biography and credentials.

**Additional Information:** Any additional information regarding the event or link to event information.

**Communication Plan:** Please provide here the communication plan and details such as publication dates, email blast and social media blitz schedule, and slide postings.