

# Countryside Public Health

## Workplan Meeting Communications Worksheet

### 2023/2024

**Program:**

**Program Coordinator:**

**Date of Workplan Meeting:**

**Workplan effective dates:**

List one (or more) program success story (ies) from the past year to highlight in communications pieces:

List 1 NEW Goal for Program related communications for the next year:

Resources Needed:

Goal Date for Completion:

**Identify needs for translation – Spanish/Chuukese/Other within your program area:**

Item Needed:

Language Needed:

**We would like to create “Program 101” handout sheets within in each program for staff and/or administration to use when at partner meetings, community events, etc.** Thinking on this, what similar documents exist that you currently utilize? Do you have ideas for specifics this should include for your program? Other thoughts?

Goal Date for Completion:

<b>Newspaper Press Release ideas for year (i.e. emergency preparedness month, breastfeeding month, other topics to get out to newspaper audience):</b>		
Topic: 1.  2.  3.	Targeted Date of Release:	
<b>Radio Program ideas for the year (i.e. emergency preparedness month, breastfeeding month, other topics to get out to newspaper audience):</b> <i>if same as for newspaper, please note.</i>		
Topic: 1.  2.  3.	Targeted Date of Release:	
<b>Social Media Post Content Topics &amp; Ideas from Program area:</b> <i>Note: to be used to make followers aware of program and also towards health education related to program area</i>		
Topic: 1.  2.  3.  4.	Graphics/Images to include:	Target Date of Release:

<b>Website updates needed/wanted to program area content:</b>		
Program page to be updated/added:	Persons responsible for Content/Changes:	Goal Date of Completion:
<b>Program related Community Events to partner with and/or attend:</b>		
Event (and/or Partner):	Date of Event:	Resources Needed: (staff, materials, etc.)
<b>Other items for discussion:</b> <i>Needed photos/graphics?</i> <i>Utilization of QR codes? QR codes created?</i> <i>Needed promotional materials?</i> <i>Other thoughts?</i>		