CHIEF OF COMMUNICATIONS CHECKLIST

DONE **TASK**

	EMAIL TASK: Solo Tribune Newsletter
	Schedule: ● 20th (month prior) - Secretary to share the meeting notes from last month's monthly leadership meeting ● 25th (month prior) - Complete draft and share with Solo Director for review ● By the last day (month prior) - Schedule the next month's newsletter to send on the first day of the month. ● 1st (each month) - Mailchimp to send the Newsletter to NWR Email List **Content:** ● Club events this month ○ Monthly meeting (Date/Time/Location) ○ Autocross events this month (Date/Time/Location) ● Previous month's meeting recap ● Previous month's events recap ● Note from the Solo Director ● Member photo of the month **Who Receives the Email:** ● Everyone on the NWR Solo Email List

	Event - Social Media and Email
	BEGINNING OF THE SEASON
	Create Facebook events once dates are finalized and published in Scorekeeper and on the website. Use the event description from Scorekeeper & note that registration opens 30 days before the event, and link ticketing directly to Scorekeeper.
	Post that the event schedule is available.
	PRE-EVENT
	Write or schedule registration posts for each event: when registration opens, one week before the event, and 48 hours before registration closes.

	EMAIL TASK: Last Chance to Register
	Schedule: ● 48 Hours prior to event registration closure **Content:** ● Registration closes at **TIME, Day, Date (XX/XX/XX)** ● Event Name ● Event Details ○ Date & Time ○ Location (with Google Maps link) ○ Event Site Link ○ Registration Page Link **Who Receives the Email:** ● Everyone on the NWR Solo Email List
	EMAIL TASK: Confirmation of Event Registration
	Schedule: ● 48 Hours prior to event registration closure **Content:** ● Confirmation: NWR SCCA Solo Registration - Event **#X (Date XX/XX/XX)** ● Details ○ Date ○ Website Link ○ Event Layout ○ Schedule ○ New to Autocross? Click Here ● Weather ● Directions ○ Address ○ Google Maps Link ○ Written Directions ○ Site Map ● (Optional) Camping on Site ● Work Assignments ● Miscellaneous **Who Receives the Email:** ● Everyone who has registered for the weekend in question's event(s)

	OPTIONAL
	AT THE EVENT
	Take photos or enlist help with photography, and publish a post from the event.
	POST-EVENT
	Post an event summary that spotlights participants and builds excitement for upcoming events.
	END OF THE SEASON
	Post the championship standings and spotlight participants.