Annual Communications Calendar

The following communications calendar can help you stay on track with the marketing plan you develop for your Planned Giving and Endowment Building Program. Review the suggested use for Bulletin/Newsletter/Social Media and Pulpit Announcements, select your announcements and dates and plug the announcement numbers into the calendar. You may also use the calendar to indicate the dates of mailings to potential donors.

For a Microsoft Excel version of this document that you can customize for your use, [please click here](#).

Planned Giving and Endowment Building Program | Annual Communications Calendar | <<Date>>

Month 1

Week	1	2	3	4
Bulletin Announcement				
Social Media				
Pulpit Announcement				
Mailing				
Newsletter				
E-blast				

Month 2

Week	1	2	3	4
Bulletin Announcement				
Social Media				
Pulpit Announcement				
Mailing				
Newsletter				
E-blast				

Month 3

Week	1	2	3	4
Bulletin Announcement				
Social Media				
Pulpit Announcement				
Mailing				
Newsletter				
E-blast				

Month 4

Week	1	2	3	4
Bulletin Announcement				
Social Media				
Pulpit Announcement				
Mailing				
Newsletter				
E-blast				

Month 5

Week	1	2	3	4
Bulletin Announcement				
Social Media				
Pulpit Announcement				
Mailing				
Newsletter				
E-blast				

Month 6

Week	1	2	3	4
Bulletin Announcement				
Social Media				
Pulpit Announcement				
Mailing				
Newsletter				
E-blast				

Month 7

Week	1	2	3	4
Bulletin Announcement				
Social Media				
Pulpit Announcement				
Mailing				
Newsletter				
E-blast				

Month 8

Week	1	2	3	4
Bulletin Announcement				
Social Media				
Pulpit Announcement				
Mailing				
Newsletter				
E-blast				

Month 9

Week	1	2	3	4
Bulletin Announcement				
Social Media				
Pulpit Announcement				
Mailing				
Newsletter				
E-blast				

Month 10

Week	1	2	3	4
Bulletin Announcement				
Social Media				
Pulpit Announcement				
Mailing				
Newsletter				
E-blast				

Month 11

Week	1	2	3	4
Bulletin Announcement				
Social Media				
Pulpit Announcement				
Mailing				
Newsletter				
E-blast				

Month 12

Week	1	2	3	4
Bulletin Announcement				
Social Media				
Pulpit Announcement				
Mailing				
Newsletter				
E-blast				