**Event Communication Plan Template**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Event Name |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
| Location |   |   |   |   |   | Event Date |   |
|   |   |   |   |   |   |   |   |
| Communication Lead |   |   |   |   |   | Last Updated |   |

Communication Matrix

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Audience / Stakeholder | Message Purpose | Key Message Content | Channel / Method | Responsible Person | Send Date | Follow-up Needed? | Status |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
|   |   |   |   |   |   |   |   |
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Notes & Approval

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| Reviewed By |     |   | Date Approved |    |

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