2018 Internal Comms Content Calendar

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March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 Employee Appreciation Day	3
4	5 **Deadline** Women's Day Campaign Approval Plan Easter Comms Women's Week Campaign	6	7	8 International Women's Day	9 **Deadline** Remind Departments for Content	10
11 Daylight Savings	12	13	14 **Deadline** Easter Comms to Designers	15	16 Women's Day Campaign Report Due	17 St Patrick's Day
18	19	20 First Day of Spring	21	22 Send Easter Comms for Approval	23	24
25	26 **Deadline** Easter Comms Approval	27	28 Send Easter Comms	29	30 Good Friday	31

PROJECT CHECKLIST

DEADLINE	PROJECT	OWNER	STATUS	NOTES

GENERAL NOTES

COLOR CODE

Team	Color

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