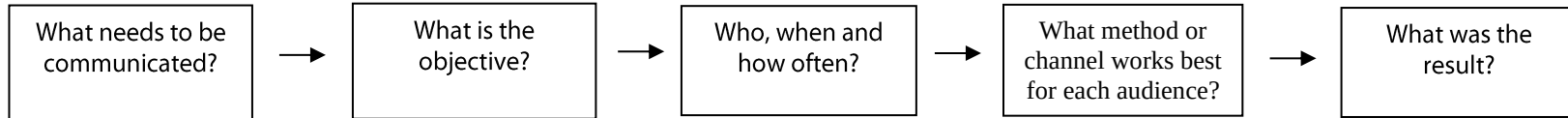




AMERICAN SOCIETY OF SAFETY PROFESSIONALS

Communication Plan: []



What Needs to Be Communicated?

Event Title	Date/Time	Location	Speaker(s) and Topic

What Is the Objective of the Communication (not the event)

Response Desired and By When

To Whom Will You Communicate & How Often

Potential Audiences	Initial Communication	First Reminder	Final Reminder
What Channels Will Work Best for Each Audience			
E-mail	Website Announcement	Newsletter	Social (Facebook/LinkedIn/Twitter)
How Will You Measure Your Success?			
# of Attendees	Attendee Feedback Measures	Other	

Notes:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines, typical of notebook paper. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. On the left side, there is a vertical margin line, creating a narrow left margin. The paper appears slightly aged or off-white.