

# PIP 2013-2014 Communication Processes

## **Communication Process for Imagine PIP Weekly E-mail Blast:**

PIP E-Mail Blast will go out weekly on Tuesdays. The submission deadline for each week's blast is Friday at noon. Late submissions will be handled on a best effort basis. Send all information to [pipcommunication@gmail.com](mailto:pipcommunication@gmail.com)

## **Communication Process for Imagine PIP Calendar Updates**

PIP Calendar updates will be made weekly. We strongly encourage you to submit events two weeks (or more) in advance. Events will be posted within 72 hours. Send all confirmed and approved events to [pipcommunication@gmail.com](mailto:pipcommunication@gmail.com)

## **Communication Process for Imagine PIP Website Updates**

Any Information needing to be posted to the PIP Website that is **not simply a calendar item** will be updated weekly. Any updates to the website will need to be sent **one week before** the information needs to be made public. All updates will be made within one week of the request, **providing approval from the board is not required**. Send requests with all relevant information and specific details to [pipcommunication@gmail.com](mailto:pipcommunication@gmail.com).

## **Communication Process for Imagine PIP Monthly Newsletter**

PIP will be publishing a Monthly Newsletter on the last Friday of each month, except for November, December and May. The deadline for all articles and information to be included in the newsletter will be the **previous Friday** by noon. Any late submission will not be guaranteed to make it into the monthly newsletter. Send articles in an attached Word document with no formatting to [pipcommunication@gmail.com](mailto:pipcommunication@gmail.com)

### **The monthly deadline dates are as follows:**

- August 23
- September 20
- October 18
- November 8 \*
- December 6\*
- January 17
- February 14
- March 21
- April 18
- May 9\*

\* Please note these months the deadline is earlier as the newsletter will be published early.