

ANNOUNCEMENT PLAN

Month: _____

Notice board No. & Location (Covered)

1. _____ & _____ 2. _____ & _____

3. _____ & _____ 4. _____ & _____

Authorized for Announcement _____ Sign _____

Notice board Authorized _____ Sign _____

#	Announcement Details	Ann. Date	Audience / Dept	Medium of Announcement	Remarks

Additional Announcement during month

#	Announcement Details	Ann. Date	Audience / Dept	Medium of Announcement	Remarks