



	PASTORS	COMMUNICATIONS TEAM	LOCATION ADMIN
1 MONTH	All outlines are turned in	All digital assets are ready and admin project is published with social media and Communications plan	Review series information on newlifeadmin.org
3 WEEKS	Make sure all leaders are aware of the new series	Creating social media content for the series	Download what your location needs from admin
2 WEEKS	Be praying for the new series and for God to use it for his glory.	A social media plan is sent out as a reminder to all office managers and bumper video to tech teams.	Send bumper video to tech team and update Facebook header for series
1 WEEK	Announce new series in service	Life Group questions are posted to the app	Update social media pages. Add Instagram banner and update Facebook cover photo
3 DAYS	Create a personal invite to share on social media	Shout out link to make sure anyone and everyone can find a location near them	Send email through Online Community to congregation with series invite.
2 DAYS	Create an event on Facebook for the new series starting on Sunday	Re-share the Facebook event and make an Instagram story about the new series	Plan your social media for the series. Working ahead will make life easier!
1 DAY	Introduce the series on social media	Review everything to make sure everyone has what they need for the new series.	Post on locations' social media for All Hands on Deck as if it was a special event