## Communications Plan

### Bilgola Plateau Sub-Committee

### Event

**The Right Information / Message**
- What is it we want people to understand?

**The Right People**
- Which people in the organisation should receive this information? / Who should be sending it?

**The Right Time**
- At what time is it best to distribute the information? What are the lead times?

**The Right Way (Channel)**
- Ensuring that the method of communication is engaging and appropriate

**The Right Understanding - Feedback Mechanism**
- Ensuring messages are received and interpreted in the way that was intended

### Communicators: Those parties that need to convey information throughout the school community:

### Receiver / audience: Those parties that need to receive information conveyed throughout the school community: