

# **Year-Long Content Calendar for Pangolin Champions**

This content calendar and communication plan is intended to facilitate planned, consistent interactions and information sharing between Champions and Save Pangolins staff throughout the year. The three meetings spaced over four-month intervals should provide a balance of communication and project updates. Intended audience includes current, active Pangolin Champions.

## **Meeting 1: Spring Meeting (Month 4)**

Week 1: Save Pangolins Staff person Send an introductory email to all Champions, welcoming any new Champions to the program and providing meeting details.

Week 4: Hold the first virtual meeting. Introduce Champions and Save Pangolins staff. Discuss the goals and objectives of the program and allow Champions to share their expectations for the upcoming year.

## **Meeting 2: Summer Meeting (Month 8)**

Week 1: Email Champions with a reminder of the next meeting date and request their input on the agenda.

Week 4: Hold the second virtual meeting. Focus on project progress reporting and cross-sharing. Each Champion has 10 minutes to share updates and insights.

## **Meeting 3: Winter Meeting (Month 12)**

Week 1: Email Champions to introduce a guest speaker for the upcoming meeting and share the meeting agenda.

Week 4: Hold the third virtual meeting with the guest speaker. Allow 10 minutes for each Champion's updates and 15 minutes for staff interaction.

## **Throughout the Year (Monthly)**

- Save Pangolins staff send a periodic email with updates, Champion project highlights, and relevant resources.
- Encourage ongoing communication between Champions through a dedicated online platform (e.g., Slack or a discussion forum).

## **Technical Setup and Execution**

- Use virtual platforms like Zoom or Google Meet for meetings.
- Ensure meetings start on time and stick to the agenda.
- As much as possible, accommodate various languages, time zones and accessibility needs of attendees.
- Actively engage participants with networking sessions, Q&A, and interactive discussions.
- Assign a notetaker for each meeting; this could be Save Pangolins staff or a rotating volunteer among attendees.

## **Post-Meeting Follow-Up**

- Share recordings of meetings with Champions.
- Provide additional resources like meeting notes, documents, and links to relevant content discussed during meetings.
- Solicit feedback on meeting usefulness to ensure it is achieving intended results.