Communications Action Plan

Name of organisation

Name of event

# Planned communications

Use the table below to provide a summary of how you plan to promote your festival or event. For example, list the tools and resources you’ll use (i.e. Facebook posts, newspapers, newsletters, media release, etc), and how and when you will use them to generate community interest or media coverage.

| Communication type | Detail | Timing |
| --- | --- | --- |
| Website |  |  |
| Newspaper |  |  |
| Newsletter |  |  |
| Radio |  |  |
| Flyer |  |  |
| Media release |  |  |
| Social media – (i.e. Facebook posts, Twitter, etc) |  |  |
| Email to networks |  |  |
| Other |  |  |

# Event planning advice

If you are planning a community event, contact your South Australia Police District/Local Service Area planner for advice.

District/Local Service Area planners are located at the following locations:

|  |  |
| --- | --- |
| Adelaide Police Station, Grenfell Street Phone 7322 4800 | Christies Beach Police Station Phone 8392 9085 |
| Elizabeth Police Station Phone 8207 9411 | Port Adelaide Police Station Phone 8207 4254 |
| Mt Barker Police Station Phone 8398 1700 | Nuriootpa Police Station Phone 8568 6620 |

If you are planning a major event, contact the Emergency and Major Event Section on 7322 4275 for advice.