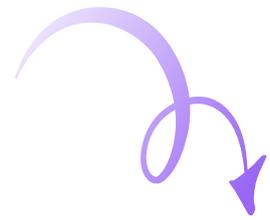


Submit an Internal Comms Request



Requestor's Name

Requestor's Email

Comms Manager's Email

What Do You Need?

e.g., 'Campaign for Women's Day'

Goal

Awareness

Action

Engagement

Other

Key Message

What's the one thing employees should take away?

Target Audience

Who is this for?

Proposed Channels

e.g., Newsletter, Slack, Intranet

Deadline

Stakeholders for Review/Approval

Who needs to sign off?

Additional Notes & Attachments

Anything else we should know?