



CASCADING KEY WORDS @ KEY TIMES

Topic/Change	
Why are we doing this?	<ul style="list-style-type: none">•
What exactly are we doing? Who will play a role in this change?	<ul style="list-style-type: none">•
How will we implement it? Who will do what and when?	<ul style="list-style-type: none">•

CASCADING COMMUNICATION PLANNING TEMPLATE

COMMUNICATORS:

Who Will Deliver The Message?

To Whom?

By When?

Communication Methods

- All Leaders Email
- Parent Email
- All Staff Email
- Newsletter
- Letter from Executive Leader
- Weekly Principal Meeting
- Weekly Leadership Team Meeting
- Building/Department Staff Meeting (in person or virtual)
- School Board Report
- Social Media
- Other _____