

# Roadmap: event communication

Recommended day for sending out e-mails: TUESDAY

#	Video message	Who	From	To	Content
1	Invitation	RSo	30.05.	12.06.	Welcome. Congrats. U 2 nominated
2	Status Update 1	Guest speaker (TBC)	04.07.		Vacation Time
3	Status Update 2	OE/BU/REG/COU/PF (TBC)	15.08.		
4	Status Update 3	OE/BU/REG/COU/PF (TBC)	12.09.		
5	Status Update 4	OE/BU/REG/COU/PF (TBC)	03.10.		
6	Status Update 5	OE/BU/REG/COU/PF (TBC)	17.10.		
7	Status Update 6	OE/BU/REG/COU/PF (TBC)	24.10.		
8	Before event	OE/BU/REG/COU/PF (TBC)	31.10.		Pack staff, ready to check-in
9	At arrival	RSo	05.11.		Welcome to Spain: Invitation drink
10	After event	RSo	14.11.		Thank you. Impressions