

EZINE/NEWSLETTER PLANNER *for Week/Month of* _____

PERSONAL MESSAGE			
Due Date	Personal Message Topic	Notes	Support URL's/Documents

FEATURED ARTICLES			
Due Date	Feature Article(s) Topic(s)	Notes	Support URL's/Documents

ANNOUNCEMENTS / PROMOTIONS / ADS			
Due Date	Announcements / Promotions / Ads	Notes	Support URL's/Documents

OTHER CONTENT			
Due Date	Other Content Topics	Notes	Support URL's/Documents

DUE DATES				
Publish Date	Articles Due	Give to VA/Designer	Create in ESP	Schedule/Send to Printer