

# Donor Communication Plan Submission Form

Organization Name

Contact Person

Contact Email

**Target Audience** Describe your donor segments/audience

**Communication Objectives** List your communication goals

**Key Messages** Summarize key messages for donors

**Communication Channels** List channels to be used (e.g., email, mail, events)

Communication Frequency

Responsible Team/Person

**Measurement** How will you measure success?

Additional Notes