



# Sample Editorial Calendar

Announcement date	Subject	Content/Status	Vehicle	Contact	Next Step/ Responsibility	Deadline	Importance
January	Topic, event, announcement	Who, what, when, where, why	Website, Facebook, Twitter, YouTube, LinkedIn, Google+, news media	Quotes, experts, phone numbers,	Internal External	Internal External	High, medium, low
February							
March							
April							
May							
June							
July							
August							
September							
October							
November							
December							