

DUC Template for the Communication Team	To be sent ASAP to the Key Person - Amanda Harvey Key person then forwards to all members of the team. Team members determine how to best send out the message using appropriate medium.
Event/ Project – title, description	
Location with address	
Start Time, am/pm, day, month, date, year End Time, am/pm, day, month, date, year	
Purpose	
Ticket Information – cost, contact person	
Contact person for the event	
RSVP by phone, email	
Release information ASAP or by date	
Remove the information on this date	
A written, and proofed description that could go in a bulletin, On line, or in a newsletter	