

SK MEDIA SERVICES: CLIENT OUTLINE CALENDAR




































CLIENT NAME: _____

PLAN: _____

This document will be completed in the monthly outline meeting scheduled by the client. SK Media Services and the client will pre-plan all social media activity prior to the coming month. It will be outlined by the calendar.

MONTH

 = sample date

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
 INFOGRAPHIC				 CLIENT WILL SEND PHOTOS	 EDITING PHOTOS	 POSTING ADVERTISEMENT WITH PHOTOS
		 Sale Update	 Client will send image of employee		 Birthday post for employee	
	 Infograph ic					 Sale update
		 Client will send images		 Posting images on page		
						

PLEASE SIGN, DATE, AND EMAIL THIS DOCUMENT TO SK MEDIA SERVICES TO VERIFY YOU AGREE WITH THE MONTHLY PRE-PLAN FOR OUR SERVICES. **ANY CHANGES MUST BE MADE A WEEK BEFORE THE OFFICIAL RELEASE DATE.**

CLIENT SIGNATURE _____ DATE _____