***INSERT TITLE***

***Please note:*** *This document is a template provided by Netball Queensland as guidance only. We recommend you consult your crisis management team, committee or Board for decision making regarding your Association or Club, to make decisions that are right for your organisation.*

**Overview**

* This is where you map out the facts, key messages and your positioning you intend to communicate.

**Key Stakeholders**

* List key stakeholders you need to consider. This may include Clubs, members, Committee Members, Netball Queensland DNL’s, sponsors, media, etc.

**Approach**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Internal** | **Other stakeholders** | **Commercial partners** | **General Public** |
| **Description** | * Board/committee * Internal staff * Volunteers * Etc. | * Clubs * Members * Vendors * Contractors | * Sponsors * Partners * Suppliers * Local government | * local community * Media |
| **Required** | * List what is required for each stakeholder as a separate dot point |  |  |  |
| **Tactics** | * Outline the tactics or communication methods you will use for each audience * Example: Email, SMS, social media, Phone call, etc. |  |  |  |

**Communication Plan**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Activity | Details | Stakeholders | Timeframe | Comments |
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