

Communication requirements checklist

When?	What?	Status
December 2016	Attend the lead partner seminar in Berlin (organised by JS).	<input checked="" type="checkbox"/>
	Select COM manager for the project.	<input type="checkbox"/>
	Invite project partners to join Interreg Europe community	<input type="checkbox"/>
January 2017	Select project website administrators.	<input type="checkbox"/>
	Ensure all project website administrators are registered to Interreg Europe community.	<input type="checkbox"/>
	Turn communication strategy (AF, Sections C5, D) into communication plan.	<input type="checkbox"/>
	Download project logo (provided by JS).	<input type="checkbox"/>
	Modify ppt template (provided by JS) or create your own.	<input type="checkbox"/>
	Design other templates (word, excel, etc.).	<input type="checkbox"/>
	Prepare a short description of the project (to be sent to JS).	
	Select project photo (to be sent to JS).	<input type="checkbox"/>
	Share your project logo and other templates with your project partners.	<input type="checkbox"/>
	Collect from each partner institutional logo, website and short description of their institution. Note: Will be needed for updating the contact cards on the project website.	<input type="checkbox"/>
	Ensure each project partner publishes information about the project on their institutional website .	<input type="checkbox"/>
Plan what news and articles you will publish on the project website.	<input type="checkbox"/>	
February 2017	Attend webinar on how to edit project websites (organised by JS).	<input type="checkbox"/>
	Download project poster (provided by JS).	<input type="checkbox"/>
	Adapt project poster (if needed).	<input type="checkbox"/>
	Update project website content: description, news and events, library, contacts.	<input type="checkbox"/>
	Create a folder for media appearances in the project website library.	<input type="checkbox"/>
May 2017	Attend communication seminar for the second call projects (organised by JS).	<input type="checkbox"/>
By June 2017	Print and place the poster in a visible place (all project partners).	<input type="checkbox"/>
Every month	Save or file all the monthly google analytics reports received by email Note: It will be needed for reporting.	<input type="checkbox"/>
Every six months	Update your project website. Note: We recommend at least once a month.	<input type="checkbox"/>

By 1 October 2017 and with each progress report	Make sure that reported figure for media appearances corresponds with the media appearances folder	<input type="checkbox"/>
	Sum up figures about sessions (from monthly google analytics report) for your progress report.	<input type="checkbox"/>

Do not forget:

- For all communication activities **use full logo set**: (1) project logo + (2) EU flag and (3) reference to the European Regional Development fund (ERDF). If you cannot use the logo set on a document, make sure there is at least a reference to co-financing by the ERDF.
- For publications with content going beyond the information from your application form (recommendations, good practice guides, etc.), **use a disclaimer**.