

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8	9	10
11	12 Internship starts Team meeting 6:30pm  Talk with team independently to determine your game plan for success.	13  Team: Complete certification this week.  Talk with team independently to determine your game plan for success.	14	15	16	17
18  Brittnei edit's blog post at 11:00am and sends Tessa talking points.	19  First blog post published at 10AM.	20  Social Media post about blog shared on IG	21  Podcast interview date option.	22  Podcast interview date option	23  First video about blog published at 10AM.	24  Video about blog shared on IG.
25	26 Team meeting 6:30pm	27  Social Media post of some kind.	28	29  Podcast social media post shared.	30  Schedule 3 week check ins.	Social Media post of some kind.

## NOTES

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**PR Manager - Payton.** Primary roles - scouting and scheduling podcast interviews, publishing podcasts, creating social media posts, helping with Instagram account. \*\*Sub role - Social Media. \*\*Sub role - social media

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**Content Writer - Stone.** Primary roles - pitching and writing animal based blog posts to website. Working with video editor and Brittnei to share/communicate theme for associated video post.

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**Video Editor - Tessa.** Primary roles - collaborating with content writer and Brittnei to create visually engaging videos. \*\*Sub role - Grant Writing

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**Grant Writer - Audree.** Primary roles - Research and write grants after approval from Brittnei. \*\*Sub role - social media

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Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2 Brittnei edit's blog post at 11:00am and sends Tessa talking points.	3 2nd blog post published at 10AM.	4 Social Media post about blog shared on IG	5 Podcast interview date option.	6 Podcast interview date option	7 2nd video about blog published at 10AM.	8 Video about blog shared on IG.
9	10 Team meeting 6:30pm	11 Social Media post of some kind.	12	13 2nd podcast social media post shared.	14	15 Social Media post of some kind.
16 Brittnei edit's blog post at 11:00am and sends Tessa talking points.	17 3rd blog post published at 10AM.	18 Social Media post about blog shared on IG	19 Podcast interview date option.	20 Podcast interview date option	21 3rd video about blog published at 10AM. Schedule 3 week check ins.	22 Video about blog shared on IG.
23	24 Team meeting 6:30pm	25 Social Media post of some kind.	26	27 3rd podcast social media post shared.	28	29 Social Media post of some kind.
30 Brittnei edit's blog post at 11:00am and sends Tessa talking points.	31 4th blog post published at 10AM.	Social Media post about blog shared on IG	Podcast interview date option.	Podcast interview date option	4th video about blog published at 10AM.	Video about blog shared on IG.

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	Team meeting 6:30pm	1 Social Media post of some kind.	2	3 4th podcast social media post shared.	4	5 Social Media post of some kind.
6 Brittnei edit's blog post at 11:00am and sends Tessa talking points.	7 5th blog post published at 10AM.	8 Social Media post about blog shared on IG	9 Podcast interview date option.	10 Podcast interview date option	11 5th video about blog published at 10AM.  Schedule 3 week check ins.	12 Video about blog shared on IG.
13	14 Team meeting 6:30pm	15 Social Media post of some kind.	16	17 5th podcast social media post shared.	18	19 Social Media post of some kind.
20 Brittnei edit's blog post at 11:00am and sends Tessa talking points.	21 6th blog post published at 10AM.	22 Social Media post about blog shared on IG	23 Podcast interview date option.	24 Podcast interview date option	25 5th video about blog published at 10AM.	26 Video about blog shared on IG.
27	28 Team "Final" meeting 6:30pm	29 Social Media post of some kind.	30	31 6th podcast social media post shared.	Social Media post of some kind.  Schedule last check ins.	

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