

		Completed	February	March	April	May	June
Campaign Name	Task						
Urdd	Request re-design of corporate logo.		W/C 4/02/2019				
Urdd	Source/request design of generic 'Pob lwc' image (for twitter & facebook).		W/C 4/02/2019				
Urdd	Request Inform Banner Image		W/C 4/02/2019				
Urdd	Let @Urdd know about our campaign		W/C 4/02/2019				
Urdd	Request image from Park and Dare Theatre lit up in Mr Urdd Colours			W/C 25/03/2019			
Urdd	Contact Urdd to request use of flag to fly at Clydach.			W/C 25/03/2019			
Urdd	Let @Urdd know about our campaign				W/C 8/04/2019		
Urdd	Email schools to ask for information				W/C 8/04/2019		
Urdd	Prepare timeline of tweets and facebook posts					W/C 6/05/2019	
Urdd	Prepare Inform and Global Email text					W/C 6/05/2019	
Urdd	Send for translation					W/C 13/05/2019	
Urdd	Request flag is flown for photo					W/C 13/05/2019	
Urdd	Send timeline of tweets and posts to media team (Welsh & English)					W/C 13/05/2019	
Urdd	Send email to content owners - asking them to share/re-tweet from corporate account					W/C 20/05/2019	
Urdd	Send email to Welsh speakers distribution list to raise awareness.					W/C 20/05/2019	
Urdd	Send Inform and Global email text to Cabinet team to schedule publication					W/C 20/05/2019	
Urdd	Raise Urdd Flag at Clydach					9:00 am - 24th May	
Urdd	Publish Inform Article / Banner Image					9:00 am - 27th May	
Urdd	Send Global Email to all staff					9:00 am - 27th May	
Urdd	Update Twitter and Facebook logos to new version					9:00 am - 27th May	
Urdd	Tweet and Post!					27th May - 1st June	27th May - 1st June
Urdd	Take down Urdd Flag					3rd June 2019	
Urdd	Email schools to pass on our congratulations					4th June 2019	

July August **September** October November

		Completed	February	March	April	May	June	July	August	September	October	November	December	January
Campaign Name	Task													
Owain Glyndwr	Request re-design of corporate logo.		W/C 4/02/2019											
Owain Glyndwr	Request inform banner image		W/C 4/02/2019											
Owain Glyndwr	Arrange initial meeting with Libraries re: Owain Glyndwr History Talk					W/C 20/05/2019								
Owain Glyndwr	Confirm arrangements with Libraries						W/C 10/06/2019							
Owain Glyndwr	Ask Libraries to produce poster.						W/C 10/06/2019							
Owain Glyndwr	Share poster with Garth Olwg, Menter, etc						W/C 17/06/2019							
Owain Glyndwr	Prepare timeline of tweets and facebook posts							W/C 15/07/2019						
Owain Glyndwr	Prepare Inform and Global Email text							W/C 15/07/2019						
Owain Glyndwr	Send for translation							W/C 22/07/2019						
Owain Glyndwr	Request flag is flown for photo					W/C 13/05/2019								
Owain Glyndwr	Send timeline of tweets and posts to media team (Welsh & English)									W/C 2/09/2019				
Owain Glyndwr	Send email to content owners - asking them to share/re-tweet from corporate account									W/C 9/09/2019				
Owain Glyndwr	Send email to Welsh speakers distribution list to raise awareness.									W/C 9/09/2019				
Owain Glyndwr	Send Inform and Global email text to Cabinet team to schedule publication									W/C 9/09/2019				
Owain Glyndwr	Raise Flag at Clydach										9:00 am 16th September			
Owain Glyndwr	Publish Inform Article / Banner Image										9:00 am 16th September			
Owain Glyndwr	Send Global Email to all staff										9:00 am 16th September			
Owain Glyndwr	Update Twitter and Facebook logos to new version										9:00 am 16th September			
Owain Glyndwr	Tweet and Post!										9:00 am 16th September			
Owain Glyndwr	Take down flag										17th September			
Owain Glyndwr	Email content owners/press team and other officers to thank them for their support.										17th September			

Urdd	Email content owners/press team and other officers to thank them for their support.					4th June 2019	
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