		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 <mark>September October November</mark>

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November	Dacamhar	lanuary
MOVELLINEL	December	January

		Completed	February	March	April	May	June	July	August	September	October
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					7
Owain Glyndwr	Confirm arrangements with Libraries						W/C 10/06/2019				7
Owain Glyndwr	Ask Libraries to produce poster.						W/C 10/06/2019				7
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	

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

		Completed	February	March	April	May	June	July	August	Septe	Octob	November	December	January	February	March
Campaign Name	Task															
Dydd Gwyl Dewi	Request re-design of corporate logo.		W/C 4/02/2019													
Dydd Gwyl Dewi	Source generic image (for twitter & facebook).		W/C 4/02/2019													
Dydd Gwyl Dewi	Request Inform Banner Image.		W/C 4/02/2019													
Dydd Gwyl Dewi	Request Selfie Frame		W/C 4/02/2019													
Dydd Gwyl Dewi	Contact RCT Theatres re: St Davids Day Concert?													W/C 6/01/2020		
Dydd Gwyl Dewi	Confirm RCT Theatres St Davids Day Arrangements?													W/C 13/01/2020		
Dydd Gwyl Dewi	Prepare timeline of tweets and facebook posts														W/C 3/02/2020	
Dydd Gwyl Dewi	Prepare Inform and Global Email text														W/C 3/02/2020	
Dydd Gwyl Dewi	Send for translation														W/C 10/02/2020	
Dydd Gwyl Dewi	Request flag is flown for photo					W/C 13/05/2019										
Dydd Gwyl Dewi	Send timeline of tweets and posts to media team (Welsh & English)														W/C 24/02/2020	
Dydd Gwyl Dewi	Send email to content owners - asking them to share/retweet from corporate account														W/C 24/02/2020	
Dydd Gwyl Dewi	Send email to Welsh speakers distribution list to raise awareness.														W/C 24/02/2020	
Dydd Gwyl Dewi	Send Inform and Global email text to Cabinet team to schedule publication														W/C 24/02/2020	
Dydd Gwyl Dewi	Raise Dydd Gwyl Dewi Flag at Clydach														9:00 am - 28th March	
Dydd Gwyl Dewi	Publish Inform Article / Banner Image														9:00 am - 28th March	
Dydd Gwyl Dewi	Send Global Email to all staff														9:00 am - 28th March	
Dydd Gwyl Dewi	Update Twitter and Facebook logos to new version														9:00 am - 28th March	
Dydd Gwyl Dewi	Tweet and Post!														28th March	1 & 2 March
Dydd Gwyl Dewi	Take Dydd Gwyl Dewi flag down															3rd March 2020
Dydd Gwyl Dewi	Email content owners/press team and other officers to thank them for their support.															3rd March 2020
Dydd Gwyl Dewi	Give Selife Frame to RCT Theatres for event.															ТВС

		Completed	February	March	April	May	June	July	August	September	October
Campaign Name	Task										
Diwrnod Shw'mae	Request re-design of corporate logo.		W/C 4/02/2019								
Diwrnod Shw'mae	Source generic image (for twitter & facebook).		W/C 4/02/2019								
Diwrnod Shw'mae	Request Inform Banner Image.		W/C 4/02/2019								
Diwrnod Shw'mae	Request Selfie frame		W/C 4/02/2019								
Diwrnod Shw'mae	Source flag to fly at Clydach?		W/C 4/02/2019								
Diwrnod Shw'mae	Arrange meeting with Garth Olwg re: Events							W/C 1/07/2019			
Diwrnod Shw'mae	Confirm event at Garth Olwg							W/C 22/07/2019			
Diwrnod Shw'mae	Ask Nushin to arrange photo with her learners and the Selfie frame							W/C 22/07/2019			
Diwrnod Shw'mae	Ask Nushin to have a Welsh learner write an article for inform.							W/C 22/07/2019			
Diwrnod Shw'mae	Prepare timeline of tweets and facebook posts								W/C 5/08/2019		
Diwrnod Shw'mae	Prepare Inform and Global Email text								W/C 5/08/2019		
Diwrnod Shw'mae	Send for translation								W/C 12/08/2019		
Diwrnod Shw'mae	Request flag is flown for photo					W/C 13/05/2019					
Diwrnod Shw'mae	Send timeline of tweets and posts to media team (Welsh & English)									W/C 2/09/2019	
Diwrnod Shw'mae	Send email to content owners - asking them to share/retweet from corporate account										W/C 7/10/2019
Diwrnod Shw'mae	Send email to Welsh speakers distribution list to raise awareness.										W/C 7/10/2019
Diwrnod Shw'mae	Send Inform and Global email text to Cabinet team to schedule publication										W/C 7/10/2019
Diwrnod Shw'mae	Raise Shw'mae Flag at Clydach										9:00 am - 15th October 2019
Diwrnod Shw'mae	Publish Inform Article / Banner Image										9:00 am - 15th October 2019
Diwrnod Shw'mae	Send Global Email to all staff										9:00 am - 15th October 2019
Diwrnod Shw'mae	Update Twitter and Facebook logos to new version										9:00 am - 15th October 2019
Diwrnod Shw'mae	Tweet and Post!										9:00 am - 15th October 2019
Diwrnod Shw'mae	Take down Shw'mae Flag										16th October

D	iwrnod Shw'mae	Email content owners/press team and other officers to thank them for their support.					16th October