

Community Garden Leadership Program

Internal Communication Template 1

Stakeholder/ Member	Deliverable	Communication Method	Frequency	Priority	Comments
Example: Jennifer	Open Hours: Schedule member to open/close garden	Email/Sign-up Sheet	Monthly (specific time for notifications)	high	Jennifer will release sign-up two weeks before final schedule goes out

**Applicable for Community Gardens with low membership*

Community Garden Leadership Program

Internal Communication Template 2

Communication Method	Purpose of Communication	Objectives/Key Message	Frequency	Audience	Owner	Comments
Posted on Garden Bulletinboard	Open Hours: Schedule member to open/close garden	Email/Sign-up Sheet to determine volunteer availability and identify projects in need of support	Monthly	Volunteers	Jennifer	
Email	Garden updates (resource deliveries, repairs, and scheduled events, tours&visitors)	To inform everyone when resources become available and when large groups will be in the garden	Weekly	Members	Daniel	

**Applicable for Community Gardens with high membership, multiple stakeholder groups and established leadership structure or steering committee. This template considers the use of many communication methods simultaneously*