

# RLLC Communications Checklist

This is a checklist to help those in charge of RLLC events to get the message out through available channels.

- Notice to RLLC board
  - Contact: Jeff Hanson
- Ask Communications Committee for help.
  - Contact: Matt Keranen
- Newsletter
  - Submit requests to: [rllcnewsletter@gmail.com](mailto:rllcnewsletter@gmail.com)
  - Contact: Ruthanne Anderson
- Special email announcement to all newsletter recipients
  - Contact: Ruthanne Anderson
- Service announcements
  - Contact: Donny Fredrickson
- Remind Mass Text
  - Contact: Linda Hillukka
- Add to online calendar
  - Contact: Linda Hillukka
- Website
  - Contact: Ryan Loukusa
- Social media (for fundraisers)
  - Fundraising Committee – Ruth DeLacey
- Communication to southern MN congregations:
  - Contact: Ryan Loukusa
- Bulletin board, notice on church doors
  - DIY
- Unofficial channels, ladies' groups, haps groups
  - DIY
- Local newspaper, radio station
  - Communications Committee can act as a liaison
  - Local newspaper The Drummer: 763-682-1221, [business@thedrummer.com](mailto:business@thedrummer.com)
  - Local radio station KRWC: (763) 682-4444, [info@krwc1360.com](mailto:info@krwc1360.com)