

## Communication requirements checklist

When?	What?	Status
April 2019	Attend the lead partner seminar in Brussels (organised by JS).	<input checked="" type="checkbox"/>
May - June 2019	Select COM manager for the project.	<input type="checkbox"/>
	Invite project partners to join Interreg Europe community	<input type="checkbox"/>
	Select project website administrators.	<input type="checkbox"/>
	Ensure all project website administrators are registered to Interreg Europe community.	<input type="checkbox"/>
	Turn communication strategy (AF, Sections C5, D) into communication plan.	<input type="checkbox"/>
	Download project logo (provided by JS).	<input type="checkbox"/>
	Modify ppt template (provided by JS) or create your own.	<input type="checkbox"/>
	Design other templates (word, excel, etc.).	<input type="checkbox"/>
	Prepare a short description of the project (to be sent to JS).	<input type="checkbox"/>
	Select project photo (to be sent to JS).	<input type="checkbox"/>
July – August 2019	Share your project logo and other templates with your project partners.	<input type="checkbox"/>
	Collect from each partner institutional logo, website and short description of their institution. Note: Will be needed for updating the contact cards on the project website.	<input type="checkbox"/>
	Ensure each project partner publishes <b>information about the project</b> on their <b>institutional website</b> .	<input type="checkbox"/>
September 2019	Plan what news and articles you will publish on the project website.	<input type="checkbox"/>
	Attend webinar on how to edit project websites (organised by JS).	<input type="checkbox"/>
	Download project poster (provided by JS).	<input type="checkbox"/>
	Adapt project poster (if needed).	<input type="checkbox"/>
	Update project website content: description, news and events, library, contacts.	<input type="checkbox"/>
	Consider creating a media folder in the project website library to present the best appearances in press.	<input type="checkbox"/>
January 2020	Print and place the poster in a visible place (all project partners).	<input type="checkbox"/>
January 2020	Attend communication seminar for the fourth call projects (organised by JS).	<input type="checkbox"/>
Every month	Check the monthly google analytics reports received by email to see how your website is performing. NOTE: Reports are sent to the web admins of the project websites.	<input type="checkbox"/>

Every six months	Update your project website. Note: We recommend at least once a month.	<input type="checkbox"/>
By 1 May 2020 and with each progress report	Make sure that the figure for media appearances in your progress report corresponds with the media appearances table in your project folder on <a href="#">google drive</a> .	<input type="checkbox"/>
	Insert the number of the sessions on your project website from an <a href="#">overview table</a> to your progress report.	<input type="checkbox"/>

### Do not forget:

- For all communication activities **use full logo set**: (1) project logo + (2) EU flag and (3) reference to the European Regional Development fund (ERDF). If you cannot use the logo set on a document, make sure there is at least a reference to co-financing by the ERDF.
- For publications with content going beyond the information from your application form (recommendations, good practice guides, etc.), **use a disclaimer**.