**Communications, marketing and activity support for Kent Housing Group**

**Quarter 6: 1 December 2023 to 28 February 2024**

* HOME FRONT edition 6 – include Conference preview, fire safety campaign report, news, events, reports from sub groups – **published second half of January**
* Pre-event media release on Conference, topics covered, key speakers, audience breakdown, venue, sponsors, contacts for more information – **drafted by ABC Comms with input from White Label. Media distribution joint effort with WL**
* Attend Conference at Kent Event Centre in February and provide photography and journalism support
* Post-event Conference media release – **summary and captioned photos**
* Media release – fire safety campaign hailed a success. **To be drafted once campaign is concluded**
* Attend regular meetings with client and White Label to plan for Conference in February 2024
* Attend Board meeting on 29 November
* Brainstorm ideas for thanking sub group chairs and action
* KHG to upload all releases to the News section of website; also run social media posts on KHG Facebook and Twitter channels signposting to the web articles; ABC Communications to share and amplify all messages
* Account management to include all client liaison, administration, email and phone, attendance at Board meeting and reporting