

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

### Quarter 7: 1 March to 31 May 2024

- HOME FRONT edition 7 – include Conference report and photos, Consumer Standards event report, news, events, reports from sub groups – **published May**
- Supply 250 delegate lanyards and two pull up banners for Conference
- Attend Conference at Kent Event Centre 5/3, provide photography/editorial support
- Post-event media release and photos from Conference, topics covered, key speakers, audience breakdown, venue, sponsors, contacts for more information – **drafted by ABC Comms. Media distribution post 5/3**
- Compile Conference media coverage summary and submit to client and WL; WL to include in project summary report
- Consumer Standards Chatham event media release, including quote from KHG Chair; **liaise with mhs on media distribution, shared with partners by KHG and distributed to press and partner comms teams by ABC Communications**
- Attend Board meeting on 28 March
- 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