

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 mid-February**
- Pre-event media release on Conference, topics covered, key speakers, audience breakdown, venue, sponsors, contacts for more information – **drafted by ABC Comms / White Label. Media distribution w/c 8 Jan**
- Research and draft Make Things Right media release; **shared with partners pre-Xmas by KHG and distributed to press and partner comms teams post Xmas by ABC Communications; shared outcomes with client; liaised with Richard Evans at Maidstone BC on aligned project**
- Attend Conference at Kent Event Centre 5/3, provide photography/editorial support
- Attend regular meetings with client and White Label to plan for Conference 2024
- Attend Board meeting on 6 February
- Brainstorm ideas for thanking sub group chairs and action
- Proofed / edited member renewal letters
- Provide advice on *BBC Politics Show* request for input on leaseholder feature
- 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