

Quarterly Village Newsletter

Breakdown of what to include:

- Summary/status of past Village projects
- Key Points from Board Meetings – what’s in it for me as a resident?
- Quick Note from Village staff
- Calendar of Upcoming Community Events
- Link to the Business Directory
- Short Column of Town History
- Photographs from residents around town
- Quote from local leader: What makes Poplar Grove Special?

Publishing Breakdown & Timeline

Spring – 1st week of March

Planning in Jan
Rough Draft Feb
Publish - March

Summer – 1st week of June

Planning April
Rough Draft May
Publish June

Fall – 1st week of September

Planning July
Rough Draft August
Publish September

Winter – 1st week of December

Planning October
Rough Draft November
Publish in December

How to disseminate Newsletter

- Village Website
- Village Facebook Page
- Email Sign Up