

# ANNUAL REPORT PLANNER

This Annual Report Planner is designed to get you organized and ready to craft a compelling annual report!

This is simply a starting point, but should allow you to get your ducks in a row, assemble your team, and identify key due dates to bring your annual report to life.

CHECK BOX	ACTIVITY	COMMENTS	ASSIGNEE	DUE DATE
	Determine AR deadlines and launch date			
	Determine who is writing and reviewing content for the report			
	Email departments or team members for year-end summaries (include prompts to guide their responses)			
	Receive content from all departments			
	Contact 2 staff/volunteers for testimonials			
	Contact 2 clients/community members for testimonials			
	Receive testimonials from staff/volunteers and clients/community members			
	Determine 4-10 statistics worth sharing in the report			
	Write/compile all copywriting for the report, organized by page or section			
	Review and edit copy			
	Select photography for the annual report and label photo files based on page or section			
	Select cover image(s)			

**Content Deadline:**

**Completion Deadline:**

**Release Date:**

**Format (Circle One):**  
PRINT / DIGITAL / BOTH

**Printer (If Applicable):**

**Printer Deadline (If Applicable):**

**Annual Report Lead:**

**Annual Report Copywriter(s):**

**Annual Report Editor(s):**