

	Description	How Long to Set up	Link to Shared Document	Who Volunteers / check once done
WEBSITE				
LDC Logo	Logo needs a transparent background	10min	I'll send you the logo file on request	
Resource page	Resources for artists		https://docs.google.com/document/d/1w	
List past Guest Speakers/ artist directory	List our past Guest Speakers + their social media @ and website link on the LDC site. We already have the list, it just needs collating, copy & pasting. Maybe a bit of researching & writing to fill in the gaps			
SOCIAL MEDIA				
List popular #	List popular # in a shared document that we can all access, with # relating to graphic novels, comics and comic fesitvals, feminist organisations, literature festivals...anything that relates to LDC	1hr	https://docs.google.com/spreadsheets/d/1BaCnqTsd8X6PpTFIH25tf6nUMLL5qOLEtD46pchAer0/edit?usp=sharing	
List of Key Influencers to @	Related to the hashtags, a list of Key Influencers in the comic industry: publishers, magazine editors, press, arts council, anyone with lots of followers...anyone who can help spread word of updates and expand our audience quickly, really! We'll need their Twitter/ Insta @ and their email as a bonus, all added to a shared document so that anyone managing the social media can just tag the relevant parties per post	1hr	https://docs.google.com/spreadsheets/d/1BaCnqTsd8X6PpTFIH25tf6nUMLL5qOLEtD46pchAer0/edit?usp=sharing	
Content calendar	Create a content calendar of comic related events, national & local, relating to: comics, literature, art festivals, zine festivals, memoirs	1hr	https://docs.google.com/spreadsheets/d/1BaCnqTsd8X6PpTFIH25tf6nUMLL5qOLEtD46pchAer0/edit?usp=sharing	
Repurpose our blog posts	We need to shout about everything we offer more often...we have so much cool content on the blogs! Not to mention the reviews and quotes hidden amongst it all. Maybe we could do Artistt spotlights & mini	1hr	https://docs.google.com/spreadsheets/d/1BaCnqTsd8X6PpTFIH25tf6nUMLL5qOLEtD46pchAer0/edit?usp=sharing	
eNewsletter				
Unify newsletter	Get everyone on the main newsletter, tagged for local news.	1hr		
Sustainable LDComics - Future Upcoming Projects				
LDC Anthology	Anthology of the last ten years of blogs and speakers			
Youtube channel with Guest speaker presentations	Wouldn't that be lovely?			