COMMUNICATION VISUALISATION ACROSS THE YEAR
(Sharing sustainability information)

Communication visualisation across the year (Sharing sustainability information) makes the progress of sustainable development visible to both customers and the food service organization itself.

In the graphic, communication activities are divided into **external communication** (customers, other stakeholders, suppliers, municipal decision-makers and the media) and **internal communication within the food service organisation**.

In addition to the food service organisation, stakeholders are involved in the annual planning of the communication visualisation and together, the most important **themes and timetables** are taken into account during the year.

To support the graphic, a more detailed **monthly and weekly plan** could be developed. It records those responsible for communication activities, communication channels, monitoring, reporting and development.

1 Select text with the cursor and fill in the name of the food service field.

If necessary, also add the food service logo:
Add → Pictures → This device. Find the logo (jpg, png) on your machine, click *Add* and drag the logo to the top bar next to the food service name. If necessary, reduce the size of the logo.

2 Select the title text with the cursor and write the sustainability theme. Mark the list text with the cursor and enter the particular contents.

If necessary, you can also move the theme texts to a different location: Click to select the text box and drag it to the desired location.

You can also delete extra theme texts: Select the text box and click *delete* on the keyboard.

You can also add new theme texts to the communication visualisation: Select the text box, press *ctrl + c* on your keyboard to copy the text box, and *ctrl + v* to add a new text box. Drag the text box to the desired location.

3 Select the text with the cursor and type the event. **Move the event circle to the desired location:** Click to select the event circle and drag it to the desired location – in the external or internal communication area.

Add, delete, copy, and move event circles as needed in the same way as the sustainability themes above.