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**SOP- Promotion External Podcasts- Systems Vault**

**PREREQUISITE**

[MASTER: SOP- Managing Joint Venture/Affiliate Partners- Systems Vault](https://docs.google.com/document/u/0/d/1MbyGMJz75snwMwT8j9lDfp5OgdlKWnDvI55dQRdbkEc/edit)

SN Master: Joint Venture/Affiliate Partners

**PURPOSE**

To promote the podcasts that Sarah is a guest on and share it to our community at large so we stay top of mind.

**POLICY**

**PARTY**Virtual Assistant

**PROPERTY**

Online Business Manager

**PROCESS**

Part 1: Create Social Media Promos for the Podcast and Scheduling

**PROCEDURE:**

**Part 1: Create Social Media Promos for the Podcast and Scheduling**

**Created by:**

**Department:** Marketing

**Date:**

**Revised:**

**Revised by:**