**Estimate of time for daily/weekly tasks at MACPAC**

* Constant Contact updates: 4-6 hours a week
* Website updates: 3-5 hours a week
* Website updates for reports/Commission meetings: 7-10 hours a week
* Daily press clips: 5-6 hours a week plus 3-4 hours of Caroline time = 8 hours a week of staff time
* Monthly press clips: 5-7 hours a week
* Mailing lists for report cycles: 7-10 hours a week
* E-blast sends (up to 2 hours per send)