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|  | Preparing for National Community Development Week  A Checklist |

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|  | Gather Data  Gather details on grants received  Create database of stories  Gather the Troops  Identify & Engage Community Partners | | |
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|  | Decide What to Highlight  Which projects best make your point about the value of the programs?  Which projects have generated local support (both financial and personal)?  Which projects will your specific policymakers be most interested in? | | |
|  | Learn about Policymakers  Who represents the area?  What are their political views?  What policy issues interest them? | | |
|  | Work the Timeline  *National Community Development Week occurs during Congressional Easter Recess*  Begin preparations three to four months out (December/January timeframe)  Have requests to legislators in by six weeks ahead of event | | |
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|  | | Preparing for National Community Development Week  A Checklist: Engaging Legislators |

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|  | Write a Letter & Fact Sheet  See sample letter from Durham, North Carolina  See fact sheet template  Issue a Proclamation  See sample proclamation from Columbus, Georgia |
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|  | Meet with Members of Congress and/or Staff in Local Offices  Find local addresses and phone numbers & check schedule on house.gov and senate.gov  See sample meeting request (customize for your situation!) |
|  | Set up a Site Visit  See sample site visit invite  See site visit checklist |
|  | Hold a Ground-Breaking or Ribbon Cutting Ceremony  …And More!  Op-Ed (see Inland Daily Bulletin Sample)  Local Newspaper Story (see Portland Maine sample)  Congressional Record Statement (see template) |