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|  | Preparing for National Community Development Week A Checklist |

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|  | Gather DataGather details on grants receivedCreate database of storiesGather the TroopsIdentify & Engage Community Partners |
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|  | Decide What to HighlightWhich 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 PolicymakersWho 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 SheetSee sample letter from Durham, North CarolinaSee fact sheet templateIssue a ProclamationSee sample proclamation from Columbus, Georgia |
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|  | Meet with Members of Congress and/or Staff in Local OfficesFind local addresses and phone numbers & check schedule on house.gov and senate.govSee sample meeting request (customize for your situation!) |
|  | Set up a Site VisitSee 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) |