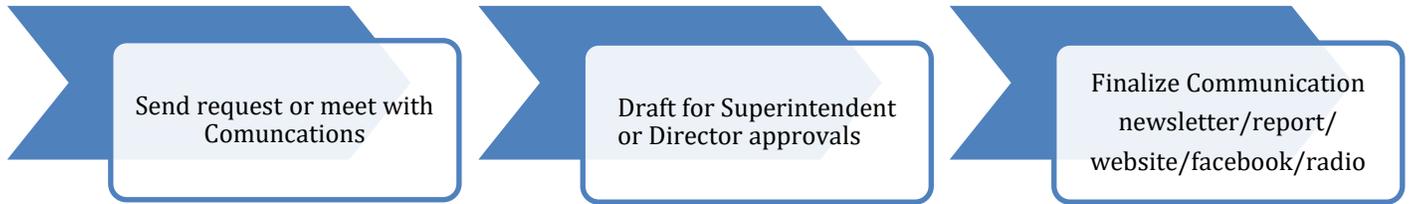




Communication Request Checklist



Requests for communications should include the following:

Project Title: <<>>

Who: *lead name, phone, email*

What is happening: *Description/background of project or event*

Key Messages (2-3 statements or messages people need to know)

-
-
-
- *Include any special acknowledgements of partners, families, communities, guests or Board members.*

Why are you communicating? *(goal or intended outcome - e.g. invitation, increase awareness, participation, education)*

Who is the target audience?

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> All KTCEA staff | <input type="checkbox"/> Students |
| <input type="checkbox"/> KTCEA Admin staff | <input type="checkbox"/> Community |
| <input type="checkbox"/> Principals, teachers and school staff | <input type="checkbox"/> Public |
| <input type="checkbox"/> Parents | <input type="checkbox"/> Other _____ |

When is communication needed?

Preferred date: _____

Date of actual event/activity: _____

How do you plan to communicate? (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> <i>Superintendent letter or email to principals or school staff</i> | <input type="checkbox"/> <i>Event or Meeting</i> |
| <input type="checkbox"/> <i>Facebook post/Digital Sign</i> | <input type="checkbox"/> <i>Project communication strategy</i> |
| <input type="checkbox"/> <i>Website</i> | <input type="checkbox"/> <i>Radio</i> |
| <input type="checkbox"/> <i>Poster</i> | <input type="checkbox"/> <i>Video message/YouTube (videos)</i> |
| <input type="checkbox"/> <i>Pamphlet, brochure, handbook, etc.</i> | <input type="checkbox"/> <i>Other</i> _____ |