# Action Plan: Community Outreach: Funerals of Founding Fathers

1. Read All Materials Date\_\_\_ | Initials \_\_\_
2. Listen To Overview Audio Date\_\_\_ | Initials \_\_\_
3. Introduce Topics to Staff at Staff Meeting Date\_\_\_ | Initials \_\_\_
4. Create List of Groups / Churches To Target Date\_\_\_ | Initials \_\_\_
5. Assign Staff Member to Lead this project Date\_\_\_ | Initials \_\_\_
6. Send Introduction Letter to Groups / Churches Date\_\_\_ | Initials \_\_\_
7. Make Follow Up Phone Call regarding Letter Date\_\_\_ | Initials \_\_\_
8. Arrange Date for Presentation…………………….………………………………….Date\_\_\_ | Initials \_\_\_
9. Create/Edit Flyer for Presentation (See sample) …………………………….Date\_\_\_ | Initials \_\_\_
10. Deliver Flyer to Group Date\_\_\_ | Initials \_\_\_
11. Optional: Arrange Lunch Date\_\_\_ | Initials \_\_\_
12. Practice Presentation Date\_\_\_ | Initials \_\_\_
13. Practice Presentation Date\_\_\_ | Initials \_\_\_
14. Practice Presentation Date\_\_\_ | Initials \_\_\_
15. Assemble Information Packets Date\_\_\_ | Initials \_\_\_
    * (Brochure, Calendar of Seminars, Pamphlets) & Print Evaluation Forms
16. Arrive Early at Location & Set Up A/V Equipment Date\_\_\_ | Initials \_\_\_
17. Optional: Video record your presentation Date\_\_\_ | Initials \_\_\_
18. Present: Dame Cicely Saunders / Other Presentation Date\_\_\_ | Initials \_\_\_
19. Collect Evaluation Forms Date\_\_\_ | Initials \_\_\_
20. Call organizer to follow up with presentation Date\_\_\_ | Initials \_\_\_
    * Schedule next presentation in two months
21. Optional: Upload video recording to your website Date\_\_\_ | Initials \_\_\_
22. Optional: Advise organizer the recording is now on your website Date\_\_\_ | Initials \_\_\_