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**Outreach Worksheet for Meeting #1 City Team:** \_\_\_\_\_\_\_\_\_\_\_\_

**Attendance Goal:** At least 50% “new” to the discussion

**Strategy:** Mix of a) broad announcement, b) personalized invitations and c) in-person outreach

**Outreach Team:**

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| --- | --- | --- | --- |
| **Outreach Method** | **Estimated level of impact based on past projects (to help prioritize)** | **Status** | **Comments** |
| **A. Broad Announcement**  | High, medium, low |  |  |
| Eventbrite |  |  |  |
| Post on City website |  |  |  |
| Press Release |  |  |  |
| Flyers |  |  |  |
| Email to master list |  |  |  |
| Nextdoor |  |  |  |
| Facebook |  |  |  |
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| **Personalized Invitations** | **Level of Impact**High, medium, low | **Status** | **Comments** |
| Personalized emails from City team |  |  |  |
| Personalized emails from Council members |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **In-Person Outreach** | **Level of Impact**High, medium, low | **Status** | **Comments** |
| Pop-ups |  |  |  |
| Meetings of other groups  |  |  |  |
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