



## Outreach and Engagement Plan Template

**MAKE A COPY OF THIS DOCUMENT**

Note: Please use this template as you begin brainstorming and planning your outreach and engagement plan for your Sub-regional Table. Use it in conjunction with the [Event Planning Toolkit](#) to ensure all of your [requirements](#) are covered. Make changes as necessary to suit your needs.

| Sub-regional Table (SRT)  |   |
|---|---|
| <p>*Outreach &amp; engagement goals</p> <p>E.g., 2 events/month through May; reach X group X number of times; host event in X location</p>  | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <p>Roles &amp; responsibilities for each SRT member</p> <p>E.g., Person A is responsible for xyz and their role is point of contact; Person B is responsible for xyz and their role is event activity facilitator</p> | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <p>*Outreach &amp; engagement messaging</p> <p>What you want the community to know/remember after hearing from you</p>  | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <p>*Known community partners &amp; contact info</p>   | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <p>*<a href="#">Affinity groups</a> planning to reach</p>   | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <p>*Methods for reaching affinity groups</p>  | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <p>*Methods for reaching disinvested communities</p>  | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <p>*Methods for engaging youth</p>  |   |
| <p>*Barriers or risks with any of the above methods and mitigation strategies for each</p>  | <ul style="list-style-type: none"> <li>•</li> </ul> |
| <p>*Government agencies and elected officials to reach out to</p> <p>Please see <a href="#">Affinity Groups</a> document for more information on how to contact elected officials and government</p>                  | <ul style="list-style-type: none"> <li>•</li> </ul> |

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| <p>*Known community partners &amp; contact info</p>   | • |
| <p>*<a href="#">Affinity groups</a> planning to reach</p>   | • |
| <p>*Methods for reaching affinity groups</p>  | • |
| <p>agencies</p>   |   |
| <p>In-person outreach methods</p>   | • |
| <p>Virtual outreach (e.g., Zoom) methods</p>  | • |
| <p>Paper outreach methods</p>   | • |
| <p>Social media outreach methods</p>  | • |