**Campaign & Event Planning Worksheet**

**Background:** Successful events and campaigns often start with a great plan! Use this worksheet with your Community Action Team to develop a great plan for your upcoming event or campaign.

Do you have a legislative target for your upcoming event or campaign?

Who or what will influence the target you identified above?

What new partnerships can you develop for your upcoming event or campaign?

How will you inspire people to act as a result of your event or during your campaign?

What products or tools do you need to implement your plan (e.g. factsheets, petitions, sample letters, etc.)?

What tasks will each committee lead on?

|  |  |  |
| --- | --- | --- |
| Committee | Assigned Tasks | Timeline |
| Legislative |  |  |
| Outreach  |  |  |
| Communications |  |  |
| Voter Engagement |  |  |