

Communication Checklist

Does THIS Communication Allow Us To:

1. REALLY Know Our Insiders/Supporters

- Thank for something specific
- Ask a question & captures their response
- Entice or require feedback
- Allow us to learn something new about them

2. Share CLEAR Messages

- Show how we help one person
- Share an update on closing our funding gap
- Inform about specific growth or vision for future
- Is specific about *their next action*

3. Build in Accountability

- Share a task or activity update
- Show progress toward the next milestone
- Show positive outcome for doing what I agreed to do

4. Continually Invite Participation

- Make it easy/fun to bring a guest
- Compel an immediate action
- Invite a specific financial contribution

Easy To Implement New Communication Actions

(To be most effective: ONLY Choose up to 3 NEW actions.)

Action	Measurable Target	By When	Process/System	Partner(s)