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# Outreach Planning Table

## Example text below – you can write over this or use the blank table on the following page.

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| --- | --- | --- | --- | --- | --- | --- |
| Objectives | Activities | Audience(s) | Pathways | Resources/Partners | Team Members | Critical Dates |
| Connect each month with key industry partners | Monthly emails | Industry partners | Email | Mail chimp | PI – lead - with help from project manager | First Tuesday of each month |
|  | In person/zoom meetings each quarter | Industry partners | Zoom/in-person | Email to coordinate/zoom platform/get help with room scheduling from admin | Project manager – lead – support from depart. Admin/ food & bev for in person | August, November, February,  May |
|  |  |  |  |  |  |  |
| Engage each quarter with high school counselors | 4 emails a year | High school counselors | Email | Mail chimp – get addresses from high school admin | Project manager | September, November, February, April |
|  | High school visits | High school counselors & admin | In person meetings/zoom follow up | One-page flyers, website, zoom | PI/project manager | October & March |
|  | Create materials for high school counselors | High school counselors & admin | In person and on website | Campus designer | PI/project manager | October & March |

## Use this blank Planning Table to organize your Outreach efforts – modify as needed!

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| --- | --- | --- | --- | --- | --- | --- |
| Objectives | Activities | Audience(s) | Pathways | Resources/Partners | Team Members | Critical Dates |
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