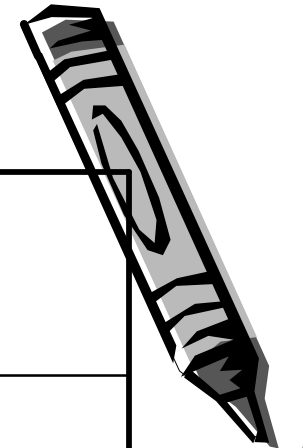
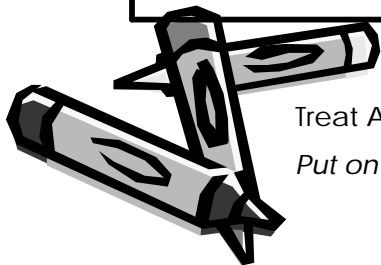


# Project Title:



1. OBJECTIVE/PURPOSE?	2. GROUP/ DEMOGRAPHICS?	3. IMPLEMENTATION <u>DEADLINE?</u>
4. FREQUENCY? Each week, month, 6 weeks, quarterly? One time?	5. STYLE? Formal or Informal?	6. BUDGET?
7. SUPPLIES? Materials/graphics/facts and <i>where</i> you can find them:	8. MESSAGE? Who/What/When/Why How/How Much/Call to action:	9. WHO can help? <a href="http://www.REALinTouch.com">www.REALinTouch.com</a> vendors/websites/other
10. FIRST STEP:	11. DEADLINE FOR 1 <sup>ST</sup> STEP?	12. NEXT STEPS Within 48 hours?
13. ACTION(s) in the coming 7- 10 days?	14. ACTION(s) in 10-14 days?	15. Finishing touches,14-21 days?



Treat Action Steps as Appointments.  
*Put on your calendar!!*

