

Community Engagement Plan TEMPLATE

For Participation Levels **CONSULT INVOLVE COLLABORATE** and **EMPOWER** For Participation Level **INFORM** skip to **PROMOTION** Section

Please fill in this template and email to the Communications Coordinator

Topic

- What is it that you are engaging about?

Rationale:

- Why are we seeking engagement from the community?
- What are you aiming to achieve?

Participation Level (Refer to page 9 of the Strategy)

CONSULT INVOLVE COLLABORATE EMPOWER

Engagement Methods (Refer to pg10 of the Strategy)

IAP2 Level	Methods	Checkbox
CONSULT	Online and hardcopy surveys	
	Community Meeting or Drop-In session	
	Other:	
INVOLVE	Community Workshop and/or Online Forum	
	Other:	
COLLABORATE	Working Group/Advisory Committee	
	Online Forum	
	Other:	
EMPOWER	Community action group/committee	
	Other:	

Audience:

- Who do you need to communicate with?
- Who will be affected by this?
- Are there any individuals or groups that have an interest? Consider whether you will communicate with them differently.

Main Audience:

Stakeholders:

Who	Level of influence High/Low)	Method of communication

Key Dates:

DATE	ACTIVITY	DETAIL

Promotion:

PLATFORM	ACTIVITY
Digital web page	
Social media	
Printed newsletter	
Media Release	
Community Notice Board	
Direct Email Messages	
Other:	

Tools

What Tools do you require to deliver and promote your engagement and do you require help developing these?

TOOL	CHECKBOX	Responsibility
Poster		
Social Media Post		
Survey Monkey Links		
QR Code – Link		
Media Release		
Eventbrite link		
Blurb for the website		
FAQ sheets		
Community Engagement Pack – For workshops/forums		
Online Forum set up		
'Have your Say' Banners		
Extra Staffing		
Venue Booking ie Portland Hall		
Catering		
Other:		

INTERNAL:

Have you considered whether this project/topic has any repercussions for staff and how you will communicate this with them.

- Will this affect any other staff members?
- Are there any staff members that need to be aware of this?

DEPT/STAFF	ACTION	DETAIL

Anything further to add or note?