

***JonesEdmunds*** 

# PUBLIC OUTREACH TOOLKIT



# INTRODUCTION



Effective public outreach is essential for fostering community engagement and ensuring project success. The Public Outreach Toolkit has been created to provide resources that support these outreach efforts. This toolkit offers users the materials necessary to plan and execute successful outreach events on various topics, ensuring clear communication and meaningful engagement with the community.



# TOOLKIT COMPONENTS

All templates can be customized with your logos and colors.

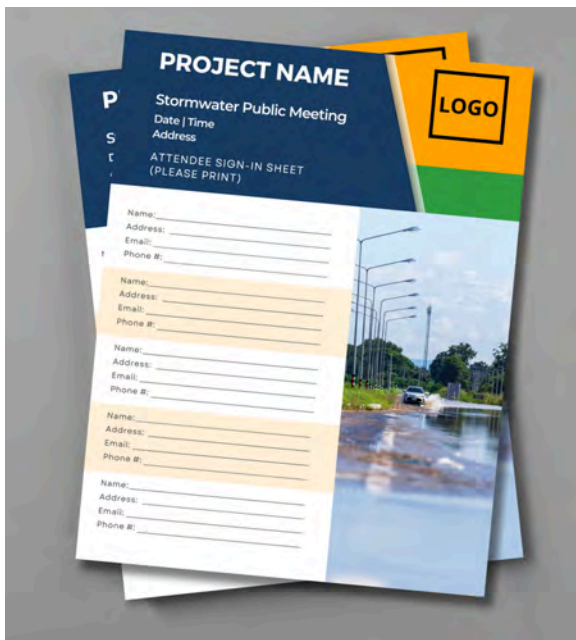
## AGENDA

The agenda template organizes your event's schedule, ensuring all key points are addressed and the flow remains smooth. It features sections for introductions, presentations, Q&A sessions, and closing remarks.



## SIGN-IN SHEET

The sign-in sheet is essential for tracking attendance and collecting contact information from participants. This assists in following up with attendees and evaluating the impact of outreach efforts.



## POSTCARD

The customizable postcard template can invite community members to your event. It features a professional design and ample space for event details, ensuring that your invitation stands out.



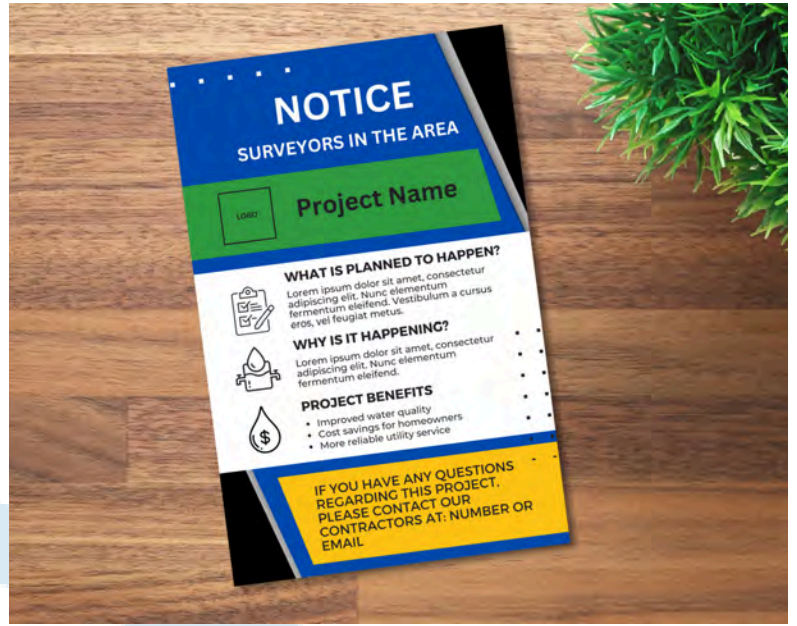
## POSTER SAMPLE

The poster sample presents an engaging and informative way to educate attendees at the event. It features a clear layout for event details and can be customized to align with the specific theme of your outreach.



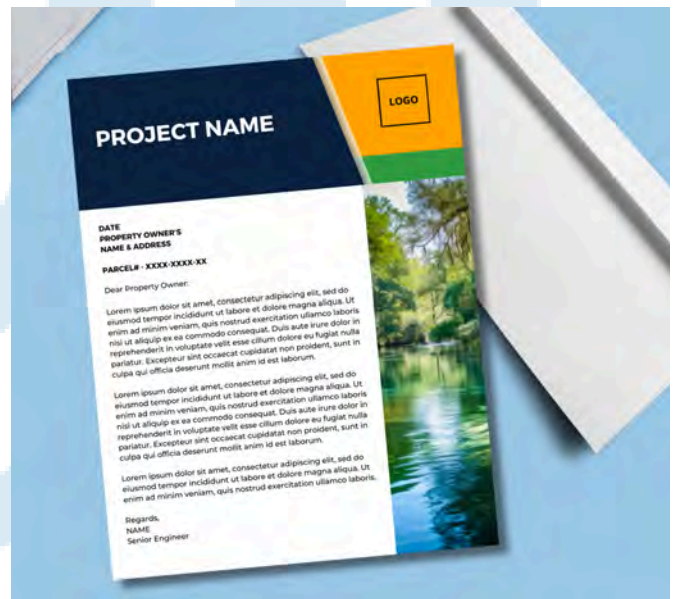
## UTILITY BILL INSERT

The utility bill insert template effectively engages residents through monthly utility bills. This insert is designed to attract attention and convey important information concisely.



## LETTER SAMPLE

This letter serves to inform the community about workers or contractors who may need access to a homeowner's lawn or backyard. It helps community members know when and where this access will take place, as well as who to contact with any questions.



## TAKEAWAY CARDS

Takeaway cards ensure participants leave with valuable information. These cards highlight key points and provide contact details, making it easy for attendees to remember the event and seek further information.



## DOOR HANGERS

The door hanger template ensures effective, visible, and cost-efficient communication about your project while providing detailed and easily accessible information. It fosters trust and transparency, enhancing community engagement and awareness.



# CUSTOMIZATION AND ADDITIONAL INFORMATION

We appreciate the uniqueness of each outreach event, and this toolkit is crafted to be adaptable, ensuring it effectively meets your specific needs.



Contact our marketing team at [marketing@jonesedmunds.com](mailto:marketing@jonesedmunds.com) for customized options and information about the Jones Edmunds Public Outreach Toolkit. We're here to help you succeed in your outreach efforts.



## CONTACT US



[www.jonesedmunds.com](http://www.jonesedmunds.com)



[marketing@jonesedmunds.com](mailto:marketing@jonesedmunds.com)



352.377.5821

**JonesEdmunds**