

Checklist for Healthy Beverages Campaign

1. Develop a list of team members
2. Schedule and send out letters/invitations
 - Decide on sites and who to invite
 - Develop list of invitees
 - Identify local hosts
 - Develop letters
 - Send letters
 - Follow-up phone calls
3. Briefing Book for team
4. Household Survey
 - Develop Questionnaire
 - Develop Sampling Plan
 - Implementation
 - Analyze and Report
5. Executive Summaries
 - Typing and Duplication
 - Mailing
 - Receiving and Compiling Feedback
6. Reception/Opening Event
7. Publicity
 - Newspaper, newsletter
 - TV
 - Radio
8. Report
 - Coordinating and Editing
 - Writing of Outline
 - Writing of Sections
 - Review
 - Publishing and Distributing
9. Planning the next Steps.