

# Outreach Planning Worksheet

1) My Audience(s): \_\_\_\_\_  
(select two or fewer and be as specific as possible.)

2) Anticipated audience needs, values, concerns related to biomass and bioenergy:  
\_\_\_\_\_  
\_\_\_\_\_

3) The goal of my outreach activities is: \_\_\_\_\_  
\_\_\_\_\_

4) Objectives of my outreach activities are:

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

5) The best tools for the job are (make sure these are appropriate for your audience, will help you meet your objectives, and are feasible with the time and money available to you):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6) Experts I can call on (titles or specific names):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7) Notes, next steps, draft agenda etc.:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

