

## Assignment Sheet

### GOVERNMENT COMMUNICATION

Assigned To:

Tasks:

Done

1.	Activate the <b>legislator/special interest group log</b> and identify those in the affected event area, or with oversight responsibility for your organization. Make certain they are contacted first. Then, contact the others on your list.	
2.	<b>Distribute</b> all communication developed to legislator/special interest group list via fax or e-mail.	
3.	Offer to conduct <b>special briefings</b> for the legislative and special interest groups.	
4.	Determine whether <b>legislative/special interest group</b> will be <b>actively involved</b> in the event and provide recommendations for involvement.	