

## Sample Implementation Checklist for Folic Acid Community Awareness Campaign

Sample Implementation Checklist
<input type="checkbox"/> Remind all of your partners that you are counting on them to carry out their assignments.
<input type="checkbox"/> Ensure they know when, where and how to do their activities.
<input type="checkbox"/> Develop a list of media, businesses and organizations to contact.
<input type="checkbox"/> Ensure the materials are ready in sufficient quantities.
<input type="checkbox"/> Confirm those involved in your activity have been trained in what they are expected to do.
<input type="checkbox"/> Confirm physicians or other health professionals are ready to answer questions and provide materials about folic acid to their patients and/or clients.
<input type="checkbox"/> Ensure PSAs, media kits, pamphlets and other materials are ready to be distributed and received by the media?
<input type="checkbox"/> Confirm materials are ready for volunteers and their organizations to begin their activities.
<input type="checkbox"/> Follow up with the media to remind them of important dates.
<input type="checkbox"/> Remind volunteers and volunteer organizations of important dates and commitments.
<input type="checkbox"/> Prepare to work with intermediaries who volunteer after the program has been implemented.
<input type="checkbox"/> Be ready to ensure each activity is happening as planned.
<input type="checkbox"/> Have follow-up response cards and thank you letters ready.
<input type="checkbox"/> Plan for a newsletter, meetings or other methods to keep partners updated and involved.
<input type="checkbox"/> Have a celebration for your accomplishments planned and ready.
<input type="checkbox"/> Have an evaluation system set up within the program so you can measure your success.