

The following is a list of steps to guide you in planning a successful Local Government Awareness Week. Good Luck!



1. Have your council or board proclaim the 3rd week of May as Local Government Awareness Week. (sample proclamation available on website)
2. Designate a member of the council or board as your Local Government Community Awareness Chair to coordinate activities.
3. Allocate a small budget to allow you to purchase prizes and other promotional materials for the program.
4. Determine what activities you want to undertake. A list of Activity Ideas is available to help you determine your program.
5. Contact your local schools and community organizations and offer to make a presentation about local government.
6. Contact the media in your community, outline your plans, invite them to participate by covering the activities during the month/week.
7. Get other members of your council or board involved in heightening local government awareness – the more people involved, the more likely you are to heighten local government awareness, promote education and increase voter turnout at local government elections.
8. Talk to your local government peers and see if there are opportunities to work together. Councils can talk to boards of education and vice versa.

