**Communications Project Request**

The MAPE Communications team is happy to help you with your project. Below are some questions that will help guide us toward a better understanding of what you are hoping to achieve and how we can help you get there.

***Please email this completed worksheet or copy and paste the information into an email with the Subject Line: PROJECT REQUEST to Leah Solo***, Public Affairs and Communications Director, [lsolo@mape.org](mailto:lsolo@mape.org). Questions? Email Leah or text her at 507-351-0961. Thank you!

**Person Requesting the Project and contact info:**

**Committee/Campaign it supports:**

**Goal of the Communication:**

**Brief description of what’s needed**. Please include if it is digital, written, video, etc. and include a draft or outline of what you’re looking for if you have that.

**Who is(are) the audience(s)?**

**What do you want your audience(s) to do? What action do you hope they take?**

**Who has final approval privileges?**

**When do you need it by?**

Next Steps (Comms staff will complete):

Communications/Public Affairs Staff assigned:

Operations Role? (portal, list, conference room, food)

BAs Role? (Anyone need to be looped in?)

Managers Notified?