**Hearing Plan for: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Panel One: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose:**

**Witnesses**

**Hearing charts and exhibits:**

**Panel Two: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose:**

**Witnesses**

**Hearing charts and exhibits:**

**Panel Three: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Purpose:**

**Witnesses**

**Hearing charts and exhibits:**

**Notes:**

**Hearing Media Plan**

**Key message in one sentence:**

**Press list assembled?**

**Early release of a report?**

**How many days before the hearing?**

**Press release or press conference?**

**Participants?**

**Press advisory on hearing?**

**How many days before the hearing?**

**Press release on hearing?**

**How many days before the hearing?**

**Press conference on hearing?**

**How many days before the hearing?**

 **Participants?**

**Individual press calls?**

**How many days before the hearing?**

 **Who makes them?**

 **What message?**

**Post-hearing press release?**

**Other post-hearing press events?**

 **On supplemental report, new findings, or developments?**

 **On follow-up with agencies or private sector entities?**

**On referral letter?**

 **On introduction of legislation?**

 **On Floor statement or speech?**

**Op-ed or column?**