



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?