Community Outreach Communication Follow-up Form

Date of Contact	
Name of Contact Person	_
Organization	
Contact Email	
Contact Phone Number	
Communication Details	
Communication Method	
	•
Summary of Discussion	
Summary of Discussion	
Summary of Discussion	
Summary of Discussion Action Items / Follow-up Needed	
Action Items / Follow-up Needed	
Action Items / Follow-up Needed	
Action Items / Follow-up Needed Next Steps / Meeting Date	
Action Items / Follow-up Needed Next Steps / Meeting Date	