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| This document is designed to assist the requesting state/Action Coalition as you plan a speaker’s visit to your state. We want to optimize the speaker's visit to help you engage with every current and potential nurse champion. Please go through the checklist to see what potential stakeholders you may want to engage in additional events during the speaker’s visit. |
| **State:** |  | **Requestor Name:** |
| **Liaison:** |  | **Type of Event:** (ie, funders dinner, legislator breakfast) |
| **Requested Speaker:** |  | **Topic/Theme:** |
| **Requested Date(s):** |  | **Goals:** |

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| **Event Name/Type** |  **Targeted Stakeholder Group**Indicate if they will be attending the main event and/or a separate meeting. | **Y/N** | **Remarks** |
|  | **Current and potential funders** Separate meeting/engagement scheduled? |  |  |
|  | **Deans and directors**  Separate meeting/engagement scheduled? |  |  |
|  | **Students**Separate meeting/engagement scheduled? |  |  |
|  | **State legislators** **and/or federal level representatives**Separate meeting/engagement scheduled? |  |  |
|  | **Executive branch/governor's office**Separate meeting/engagement scheduled? |  |  |
|  | What are the **major businesses** **and relevant organizations** in the state area? Specify the type of event you are assembling with each respective organization. |  |  |
|  | * **Insurers** (Aetna, United, BC/BS, Cigna)
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|  | * **Businesses** (Johnson & Johnson, Verizon, Target).
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|  | * **Consumers** (AARP) (Disabilities, diabetes, and veterans organizations)
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|  | * Other?
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|  | Separate **steering committee** meeting scheduled during visit? |  |  |
|  | Specify if you have **potential new partners** lined up for the Action Coalition.  |  |  |
|  | What are you doing to engage  **health providers, businesses and other key stakeholders that do not represent nurses**?  |  |  |
|  | * Please identify any other scheduled engagements (work groups, tours, etc.)
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|  | Do you have a **media** plan? |  |  |
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