



Agenda for Success - Municipal Awareness Week

The following is a list of steps to guide you in planning a successful Municipal Awareness Week. Good Luck!

1. Have your council proclaim November 21-25 as Municipal Awareness Week (*sample proclamation available on UNSM website*).
2. Designate a member of council as your Municipal Awareness Week Chair to coordinate activities.
3. Allocate a small budget to allow you to purchase prizes and other promotional materials for the program.
4. Determine what activities you want to undertake. *A list of activity Ideas is available on the UNSM website.*
5. Contact your local schools and community organizations and offer to make a presentation about municipal government (*sample PowerPoint presentation available on UNSM website*).
6. Contact the media in your municipality, outline your plans, and invite them to participate by covering activities during the week.
7. Get other members of your council and staff involved in Municipal Awareness Week – the more people involved, the more likely you are to heighten municipal government awareness, promote education and increase voter turnout at municipal government elections.
8. Talk to other municipal councils in your area/region to see if there are opportunities to work together.
9. Look for assistance from service clubs, seniors and other groups. Invite them to think of their own activities that promote municipal government. Ask them to name a representative to work with your Municipal Awareness Week Planning Committee.

<http://unsm.ca/municipal-awareness-week.html>