

## Checklist for the Essential Elements of Coalition Building

### Stage One: Creating Momentum

Coalition Building Elements	To Do	Planning	Complete
<p><b>A. Create Collaboration</b></p> <ol style="list-style-type: none"> <li>1) Identify core working group</li> <li>2) Identify lead agency/partner providing admin support</li> <li>3) Establish regular meeting time</li> <li>4) Establish internal communications process</li> <li>5) Create core purpose statement</li> <li>6) Design “membership” process</li> <li>7)</li> </ol>			
<p><b>B. Build Capacity</b></p> <ol style="list-style-type: none"> <li>1) Identify practitioners</li> <li>2) Conduct needs assessment</li> <li>3) Convene practitioners and encourage networking</li> <li>4) Identify process or package of services</li> <li>5) Agree upon data collection</li> <li>6)</li> </ol>			
<p><b>C. Develop Support</b></p> <ol style="list-style-type: none"> <li>1) Identify potential supporters</li> <li>2) Identify key commissions and partner organizations</li> <li>3) Create case statement document</li> <li>4) Execute public awareness event</li> <li>5) Launch website</li> <li>6) Identify policy opportunities and champions</li> </ol>			