

## CHECKLIST OF TIMINGS, ACTIONS AND RESOURCES TO PRODUCE COMMUNICATIONS MATERIALS



When	Action	Resources	Completed (Y//N)
<b>Planning</b>	Plan for an appropriate team		
	Review guidance on working with 3rd parties		
<b>Before story gathering</b>	Complete a Communications risk assessment	Communications risk assessment	
	Allocate roles and responsibilities to the team		
	Train the team in these guidelines	Training slides	
	Prepare for contributor aftercare		
	Commission an image-maker (if appropriate)	Image-maker contract	
<b>During story gathering</b>	Investigate what support the contributor might need		
	Investigate contributor's personal circumstances and content gathering preferences		
	Enable contributor choices		
	Interview thoughtfully		
	Manage contributor expectations		
	Arrange any necessary compensation		
<b>After story gathering</b>	Show content to the contributor for input and sign-off		
	Return imagery		
	Consider self-care		
	Learn and reflect		