CHECKLIST

Ready to notify your constituents about your new citizen opt-in portal? Make sure you have the following materials ready to go:

- [ ] **BILL INSERTS**
- [ ] **BROCHURES**
- [ ] **BUSINESS CARDS**
- [ ] **EMAIL ANNOUNCEMENT**
- [ ] **MANUAL SIGN-UP CARDS**
- [ ] **OPT-IN AND OPT-OUT INSTRUCTIONS**
- [ ] **POSTERS**
- [ ] **PRESS RELEASE / MEDIA ANNOUNCEMENT**
- [ ] **POWERPOINT PRESENTATIONS**
  "Why Are Citizen Alerts Important?" and "How to Roll Out a Citizen Opt-In Campaign"
- [ ] **WEBSITE BUTTONS**

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