



Communication Preferences

Use this guide to help establish clear communication expectations for your partnership.

Partner 1 Contact Info	Partner 2 Contact Info
Primary Contact Person: Email: Phone:	Primary Contact Person: Email: Phone:
Alternate Contact Person: Email: Phone:	Alternate Contact Person: Email: Phone:

Communication Expectations: *What are your preferred methods and times for receiving communication? How regularly will you provide updates or check-ins? What response time do you anticipate from your partner? Who usually initiates contact? In what situations should an alternative contact person be reached?*

Communication Language: *Are there specific terms, concepts, jargon, or acronyms frequently used within your organization? How will you share this vocabulary list with your partner?*



Communication Conflicts: *What actions should be taken if there is a communication breakdown or a conflict arises? When should you involve the Center for Civic Engagement or other contacts to address communication issues or conflicts?*

Communicating Project Activities and Outcomes: *How will you and your partner(s) share information about your project activities and outcomes? Who will take the lead in these communications?*

Post-Project Communication: *Do you intend to maintain communication with your partner after the project ends? If so, how? How will you report the results of this partnership to the Center for Civic Engagement?*

Communicating with the Media: *How do you expect your partner to engage with the media, if at all? What key points about your organization should they be aware of when interacting with the media?*