

Community Engagement Plan

Use this template to help guide the community engagement needed to evaluate and support your drug checking model. Refer to the [IAP2 spectrum of engagement](#) when working through this document to help guide the level of engagement needed for the different communities you will communicate with.

STEP 1: Overview		
Overview of the service delivery model and decisions to be made:		
Engagement objectives and timeline:		
List of groups to engage and level of engagement (inform, consult, involve, collaborate, empower)	Group	Level of Engagement
STEP 2: Planning		
What information will you provide to participants beforehand?		
What input will you gather from participants at each engagement?		
What techniques or methods will you use to engage people?		

STEP 3: Communications	
What key messages do you need to convey and what communication channels will you use to accomplish this?	
Recruitment strategy	
STEP 4: Logistics	
Schedule and timeline:	
Costs (e.g., honoraria, travel, meals, gifting)	
Staff roles and responsibilities	
Planning details (e.g., food/drink, venue)	
Agenda or other materials needed	
How will the information from the engagements be managed, recorded and analyzed?	
What methods did you end up using to engage people?	
What was the impact of the engagements? How did they influence the drug checking service delivery model?	