



COVID-19 COMMUNICATIONS MODULE

TOOL 2: AGENCY REPORTING DOCUMENT

Last updated: April 15, 2020

Overview: To ensure that the Mayor is up to date on each agency’s programs and initiatives regarding COVID-19, please fill in the form below and submit to the Mayor’s Communications Office.

Department: _____

Program or Initiative	How does this align with the Mayor’s COVID-19 response?	How does this affect residents?	Where can residents access more information?	Investment and source of funds	Current Status / Important Project Dates	Overarching Messaging / Key Metrics	Potential Roadblocks or Negative News Angles	How to release information	Other Considerations (budget, city council votes, etc.)
						1. 2. 3. 4.		<input type="checkbox"/> Press Release <input type="checkbox"/> Exclusive Pitch <input type="checkbox"/> Mayoral Event / Press Conference <input type="checkbox"/> Social Media / Video <input type="checkbox"/> Opinion Editorial <input type="checkbox"/> TV / Radio Interviews	
								<input type="checkbox"/> Press Release <input type="checkbox"/> Exclusive Pitch <input type="checkbox"/> Mayoral Event / Press Conference <input type="checkbox"/> Social Media / Video <input type="checkbox"/> Opinion Editorial <input type="checkbox"/> TV / Radio Interviews	
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