



Hearing Plan for: _____

Panel One: _____

Main points to be made by this panel:

Hearing charts and exhibits:

Witnesses, with key questions for each:

Panel Two: _____

Main points to be made by this panel:

Hearing charts and exhibits:

Witnesses, with key questions for each:

Panel Three: _____

Main points to be made by this panel:

Hearing charts and exhibits:

Witnesses, with key questions for each:

Hearing Media Plan

Early release of a report?

How many days before the hearing?

Press release or press conference?

Participants?

Press advisory on hearing?

How many days before the hearing?

Press release on hearing?

How many days before the hearing?

Press conference on hearing?

How many days before the hearing?

Participants?

Individual press calls?

How many days before the hearing?

Who makes them?

What message?

Post-hearing press release?

Other post-hearing press events?

On supplemental report, new findings, or developments?

On follow-up with agencies or private sector entities?

On referral letter?

On introduction of legislation?

On floor statement or speech?

Op-ed or column?