



Live Smoke Free Policy Initiative Checklist

Building/Property Name: _____

City: _____

Building/Property Contact Name: _____

Pre-Contemplation Phase

Date Completed:

- Cold Call/Email: _____
- Targeted Mailing: _____
- Bulk Mailing: _____
- Other: _____

Contemplation/Preparation Phase

- Phone follow-up to a pre-contemplation outreach strategy _____
- Conference/workshop/presentation/meeting _____
- Send/give *Step One* module packet _____
- Encourage a resident survey be conducted _____
 - Dates survey conducted: _____
- Learn about the property: _____
 - Which company/companies manage/own the property?
 - Is it a market rate or subsidized building?
 - Does it serve a special population of residents?
 - How many buildings & units are on the property?
- Learn what outdoor amenities are present on the property: _____
 - Playground
 - Pool
 - Dog/pet park
 - On-site parking
 - Open space
 - Other
- Consult about survey results and policy options _____
- Offer to give a presentation to staff/board members _____
 - Date presentation given: _____

- Offer to give a presentation to residents to gauge support _____
 - Date presentation given: _____

- Send/give *Step Two* module packet _____

- Alert Live Smoke Free team about upcoming policy adoption _____

- Consult on policy details _____
 - Which areas of the property will be covered?
 - Will there be any form of grandfathering?
 - Will there be fines for violations?
 - How will the policy be enforced?
 - Will there be incentives for residents to sign the policy early?
 - Will the policy be implemented using the Phase-In or Quit Date Method?

- Offer to give a presentation to the residents to announce the policy _____
 - Date presentation given: _____

- Develop a timeline for the manager _____
 - When will the policy go into effect?
 - Date: _____
 - When will a resident presentation occur?
 - Date: _____
 - When will an announcement letter be sent?
 - Date: _____

- Remind manager to order signs _____

- Explain promotional options & determine interest _____
 - Begin readying promotional materials

- Send *Step Three* module packet (and signs if ready) _____

Adoption Phase

- Check in the date the policy goes into effect _____
 - Did the policy actually go into effect?
 - How is the process going?
 - Were there any adoption problems?

- Finalize promotional materials _____

- Collect final policy language _____

- Collect other sample materials if necessary _____
 - Materials collected: _____

Implementation Phase

- Send/deliver signs _____

- Send/deliver recognition certificate _____
- Send/deliver banner(s) _____
 - Date banners will be returned/picked up: _____
- Hold policy celebration _____
- List property on Live Smoke Free's web directory _____
- Promote in Live Smoke Free's media: _____
 - E-newsletter
 - Date: _____
 - E-blast
 - Date: _____
 - Facebook
 - Date: _____
- Get/take pictures of building, signs, & banners _____
- Alert Carissa to make internal Live Smoke Free material changes _____
 - Web site listing approval
 - State & metro policy maps
 - Smoke-free HRA listing
 - Testimonial sheets
 - Post press release on web site
- Distribute press release _____
 - Media coverage: _____
 - Media coverage: _____
- Collect all media and place in Live Smoke Free media binder _____

Evaluation Phase

- Check in six months after policy adoption _____
 - How is the policy going?
 - Have there been any problems?
 - Are there other properties the manager can refer us to?
- Offer further assistance _____
 - Additional signs
 - Enforcement strategies
 - Additional promotion
 - Additional buildings adopting policies in the future