



# PUBLIC OUTREACH SERVICES CHECKLIST

Client Name: \_\_\_\_\_

Contact Info: \_\_\_\_\_

*Stokes services include, but are not limited to, the items below. Check the services you are interested in and/or write in "other."*

### PUBLIC OUTREACH & ENGAGEMENT

- Public Involvement Plan
- DBE Outreach
- Educational Outreach
- Community Involvement
- Public & Stakeholder Meetings
- Hybrid & Virtual Public Hearings & Meetings
- In-person & Virtual Charrettes
- Project Staffing
- Stakeholder Database Management/Reporting/Creation
- Community Profile/Environmental Justice Analysis
- Research, including focus groups, print & online surveys
- 24/7 Staffing of Project Hotlines
- Strategic Communication Plans
- Target-Specific Content
- Educational Forums, Schools, Groups or Communities
- Presentations
- Media Training
- Virtual Presentation & Interview Coaching
- On Site Project Tours

### VIDEO PRODUCTION

- Drone/Aerials
- Historic and Modern Documentaries
- Feature Films/Mini Shorts
- Safety/Training Videos
- Promotional Videos
- Product Demos
- Corporate Events/Seminars
- Public Outreach Meetings
- Time Lapse/Web Cameras
- Construction Pre, progress and post
- On-Call Video
- VIP Interviews and Briefs
- Pre-Recorded Video Meetings
- Live Feed Video

### PHOTOGRAPHY

- Helicopter/Plane Aerials
- Architectural
- Historical Documentation
- Promotional/Event/Corporate
- Construction Site Documentation
- Time Lapse
- Construction Pre, Progress and Post

### WEB DESIGN, DEVELOPMENT, IMPLEMENTATION AND MAINTENANCE

- Content Development/Copywriting
- Website Updates/Maintenance Plans
- Project Stakeholder Database
- Secure Project Image Database
- Search Engine Optimization (SEO)
- Creative Writing and Editing

### GRAPHIC DESIGN

- Branding/Logos/Colors
- Print Collateral
- Web Graphics
- Interactive Media
- Newsletters
- Presentation Creation and Support
- Visualizations, Renderings, Infographics and Animation

### SOCIAL MEDIA PLAN & MANAGEMENT

- Monitoring/Analytics
- Advertisements/Campaigns
-  Twitter
-  Facebook
-  YouTube
-  Instagram
-  LinkedIn

### OTHER / ADDITIONAL PROJECT INFO:

Stokes Representative: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_