

Stakeholder Prioritization Worksheet

Use this sheet to list and rank stakeholders and track communication methods

Name/Organization/Contact info	Communication Method	Stakeholder Priority		
		High	Medium	Low
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Stakeholders should include people with disabilities, and from different racial, ethnic and income backgrounds. Other important stakeholders to include can be elected officials, school administrators and teachers, business owners and health professionals.

Sample Letter for Advocate to Send to Elected Official

Dear Councilperson [name]

My name is [name] and I am a resident of [town, ward]. I am writing today to ask for your support in bringing a Livable or Complete Streets policy to [town].

Communities across the state are adopting policy that considers the needs of everyone who uses roads and sidewalks. Many in our community, by choice or circumstance, are not able to drive, forcing them to walk or use roads that are unsafe for their mode of transportation (i.e. wheelchair, bike, walking aids). Simple, Americans with Disabilities Act (ADA)-compliant design elements like curb ramps, crosswalks, paved shoulders and sidewalks can improve the safety for everyone who uses roads. Communities like Warsaw and Eldon are even including the policy as part of redevelopment plans to revitalize parts of their towns.

I would like to schedule a time with you to discuss how Livable Streets can help meet some of our community goals. I will follow up with you next week or you or your staff can contact me by phone at [phone number] or via email at [email address]. Thank you for considering a Livable Streets policy for [town].

Sincerely,

[name]
[address]
[Town], MO

Sample Letter for Advocate to Send to Potential Stakeholder

Dear [name],

I am currently involved in an effort to have a Livable Streets policy adopted in [town] and think this is something you will be interested in as [include title and organization name]. Livable Streets is a concept that supports improving the safety and accessibility of roads for everyone, including those who do not drive, such as people who are elderly or have a disability.

[Write two-three sentences on why Livable Streets policy should be supported by this potential stakeholder.]

Livable Streets is making a difference in towns like Warsaw, MO by providing more options for recreation, while also revitalizing their downtown area. I urge you to write your council person and let him or her know that you think [Town] should embrace the idea of Livable Streets and that you support its adoption as public policy. If you would like to discuss Livable Streets you can reach me by phone at [phone number] or by email at [email address]. I'll follow-up with you next week. Let me know if you have any questions in the meantime.

Sincerely,

[name]
[address]
[Town], MO

These sample letters are just ideas to get you started. Tailor to your needs by including more specific information about the goals of your community.