

### The 6 W's

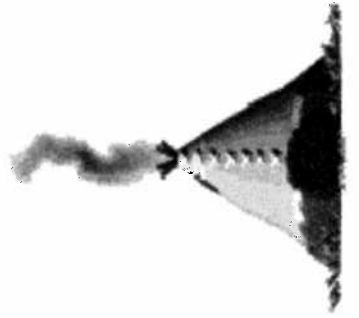
- Who
- What
- When
- Where
- Why
- How

### Determine for Planning:

- Who needs to know?
- What is going to happen?
- **When should they be notified?**
- Where is the meeting place?
- Why should anyone attend?
- How will everyone get to event?

### Determine for Event:

- Who has special items to bring? (food)
- What does everyone need to bring?
- When will the event happen?
- Where will the event take place?
- Why?
- How?



# Who



# When

# Where

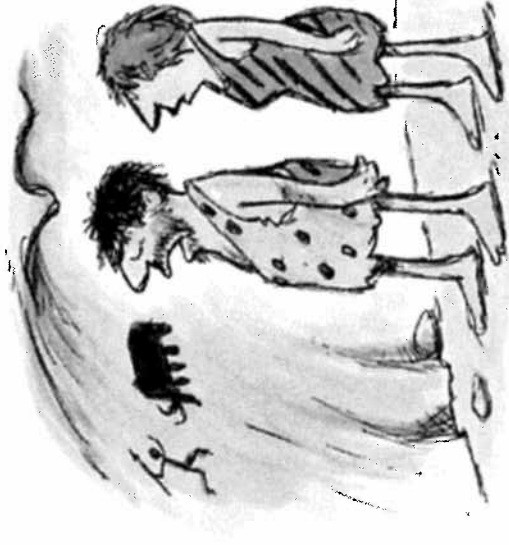
# Why

# How

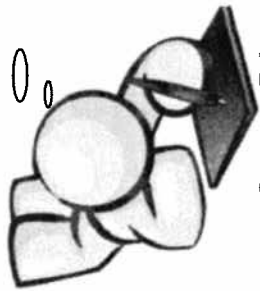
Flip the pamphlet over!

# Word UP!

Communication



How to get your message out



### Set up a Group Distribution Lists:

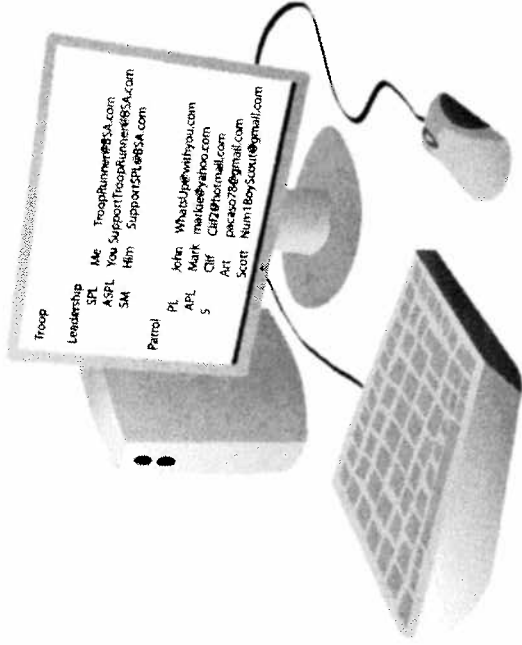
- Great for a smaller number of people

Using Microsoft Outlook ©

1. Under the **File** menu, on the **New** drop-down menu, select **Distribution List**
2. Title the list in the **Name** box (Ex: "Big Toes Patrol")
3. Add members by:

1. If currently in your address book: On the **Distribution List** tab, click **Select Members**. Use the **Address Book** drop-down list, click the address book that contains the e-mail addresses you want to include in your distribution list
2. If you are adding a member by their address: On the **Distribution List** tab, click **Add New**. Type in their **Name** and **e-mail address**

4. Repeat step 3 for all the members of the group



### Set up a List Serve E-Mail:

- Great for hundreds of people

Using Yahoo Listserv

1. Go to <http://groups.yahoo.com>
2. Click on "create a group"
3. Provide a group name and description
4. Private groups are only for those the people the administrator selects can come and read posts.
5. Fill out the information for your groups' email addresses.
  - The group will receive an email asking them to come to the "new group" webpage
  - <http://www.groups.yahoo.com/> "your\_name\_group..." and verify their address.
  - They will have the option to only read the list on the actual webpage and not get emails from the list, or to receive individual, daily, or monthly emails of all the posts. You can tell your group how you want them to do this.

### Methods of Distribution:

- Phone
- E-mail
- Snail Mail
- Yell

### Timing:

- When should people know about event?

### Phone Chains:

- Gather everyone's phone numbers and have one person call everyone
- Have the list and distribute that list to all members. Using a hierarchy, have many people call the next person on the list. An example is the SPL calling the PLs for each patrol. If the PL does not answer then the SPL would call the APL, Scribe, and Patrol QM until he reaches someone. Then the PLs (or the patrol member) call the rest of the patrols.

