

National Drug Court Month Checklist

Following this checklist will help ensure you are successful in planning, advertising, and engaging your community during the month's events.

- ___ Visit and bookmark NADCP's online National Drug Court Month Resource Center.
- ___ Schedule your court's next graduation ceremony in the month of May, if possible.
- ___ Invite your elected officials (e.g., Members of Congress, governor, mayor) to your graduation ceremony or other events (see page xx).
- ___ Schedule other National Drug Court Month events to engage your community (see page xx).
- ___ Prepare a proclamation for your local and state policymakers (see page xx).
- ___ Once scheduled, notify NADCP of your National Drug Court Month events, including the total number of participants you expect to graduate in May if holding a graduation ceremony (see Appendix 2).
- ___ Review and print as handouts the latest treatment court fact sheets (see page xx) for your media outreach.
- ___ Prepare a press kit that can be repurposed as an informational kit (see page xx).
- ___ Send us confirmation of attendance at a graduation ceremony or other event, and/or agreement to read a one-minute support speech by your Member of Congress. Also send your stories, news media clips (including print and television), and event photos and/or videos so that we can share your accomplishments with the media, on our website, via social media, and at our annual conference (see Appendix 2).
- ___ Send all news media clips to your Members of Congress and other state and local elected officials (see page xx).