Communication Preferences

Use this guide to help establish clear communication expectations for your partnership

Community Partner Contact Info	University Partner Contact Info
Primary Contact Person: Email: Phone:	Primary Contact Person: Email: Phone:
Alternate Contact Person: Email: Phone:	Alternate Contact Person: Email: Phone:

Communication Expectations: *How/when do you preferred to be contacted? How frequently will you check in? How quickly do you expect a response from your partner? Who typically contacts who? In what circumstances would an alternate person be contacted?*

Communication Language: *Are there vocabulary words, concepts, jargon, or acronyms that are regularly used by members of your organization? How will this vocabulary list be shared with your university partner?*

Communication Conflicts: *What should happen in the event of a communication breakdown? At what point do you reach out to the Ginsberg Center or other University contacts regarding communication issues?*

Communicating Project Activities and Outcomes: *How will you and your University partner disseminate information regarding your project to community members? Who will be primarily responsible for these communications?*

Post-Project Communication: *Do you plan to continue communication with your University partner after this project has concluded? If so, how? Are you interested in working with this group or another U of M group in the future?*

Communicating with the Media: *How do you expect your University partner to interact with the media (if at all)? What talking points about your organization should they be made aware of?*