

GLASS Planning Process Communication Plan

Who Needs to Know?	What?	When?	How?	Who's Responsible?
Consumers	We are looking at the service with the goal of improving it, there will be opportunity for input, timeline	Now & ongoing	Stella will do a write-up about the process, all SRLs will be asked to put in their newsletters ; CVI Info Link, Foundation Fighting Blindness, Statewide Blind Coalition	Stella, (David B?), all SRL managers Stella and Shirley in Nov—Statewide Blind Coalition
Associations/agencies that deal with consumers	How changes will affect them	Once a new configuration is adopted		
Ga. library directors	Meeting minutes, regular updates	Now & ongoing	Directors' list and meetings	
Subregional staff	Meeting minutes, regular updates	Now & ongoing	TBC list and meetings	
Service providers, educators	How changes will affect them	Once a new configuration is adopted		
NLS	Steps and timeline	Now & ongoing		Stella will keep informed
Legislators	Rationale/benefits of changes, how changes will affect their constituents	Once a new configuration is adopted		Lamar Veatch during legislative session
Keystone	What will need to change in KLAS	Now and through the transition		
GPLS staff	General updates	Now & ongoing	All-staff meetings, Friday Flyer, email, etc.	
Board of Regents	Rationale/benefits of changes	Key people now; others later		Lamar Veatch to Rob Watts
Media	Primarily to promote survey, then to announce changes	Survey info soon; more once a new configuration is adopted		David Baker?