

Community Inventory Checklist

Preparations

- _____ Prepare to prepare
- _____ Contact all your team and discuss needs
- _____ Appoint several available and informed Interim Concierge (community spokespersons)
- _____ Assemble a committee to help you work through processes
- _____ Complete the Community Assessment tool from TCEDA
- _____ Set a calendar of events to complete this checklist
- _____ Hold a town hall meeting and tell your community about your plan
- _____ Invite your community members to be part of your plan (there is a role for everyone)
- _____ Celebrate the positive community program
- _____ Prepare to welcome all newcomers, guests, and visitors
- _____ Communicate this to your community

Communication and Marketing

- _____ Develop a regular line of communication to your community
- _____ Update or develop a website for your community
- _____ Keep information current
- _____ Alert the media! Tell your community's story
- _____ Develop powerful marketing tools as multiple media
- _____ Develop marketing plan and implement it
- _____ Train your community Interim Concierge (remember positive communities)

Housing

- _____ Build upon the relationship with real estate professionals
- _____ Find contact information on rental units in your area
- _____ Consider a rental inspection process
- _____ Prepare a listing of all rental units
- _____ Work with real estate professionals for current home sales
- _____ Communicate this information

Short Term Living

- _____ Develop list of all short-term living establishments (hotels, motels, B & B's, etc)
- _____ Build upon the relationship with hospitality partners
- _____ Assemble a committee to explore other alternative short-term living facilities
- _____ Communicate this information

Community Infrastructure

- _____ Complete the Community Assessment tool to determine your infrastructure needs
- _____ Work with your department heads to determine the impact to their departments
- _____ Develop a plan to deliver the needs
- _____ Communicate this information

Social Services

- _____ Build upon the relationship with social service agencies and organizations
- _____ Meet with agency and organization leadership
- _____ Understand the impact of state and federal funding on their programs
- _____ Understand the impact the economic development project will have on their resources
- _____ Determine if there are alternative resources available to support these agencies
- _____ Understand the impact on your community if these resources are not available
- _____ Communicate this information

Regional Plan

- _____ Send a representative to the regional planning meeting
- _____ Attend the regional CEDS meeting every quarter held by Blackhawk Hills
- _____ Update your community plan and communicate with the county CEDS group
- _____ Build relationships with regional partners
- _____ Stay in regular contact with regional partners

Life Enrichment & Recreation

- _____ Build upon the relationship with life enrichment establishments
- _____ Build upon the relationship with entertainment establishments
- _____ Build upon the relationship with recreation establishments
- _____ Prepare a list of potential multi-cultural events
- _____ Develop a directory of parks and recreational activities
- _____ Develop a local events calendar
- _____ Work with tourism professionals for methods to market via tourism in your community
- _____ Attend all the events and participate in recreational activities; then spread the word
- _____ Arrange for tours of the community, county, and the region
- _____ Communicate this information (websites are 24/7 marketing and no printing costs)

Community Directory

- _____ Build upon the relationship with business owners and leadership
- _____ Build upon the relationship with religious leadership
- _____ Build upon the relationship with food and beverage establishments' leadership
- _____ Build upon the relationship with financial institutions' leadership
- _____ Build upon the relationship with health care leadership
- _____ Build upon the relationship with childcare leadership
- _____ Build upon the relationship with business owners and leadership
- _____ Build upon the relationship with utility provider leadership
- _____ Build upon the relationship with education (pre K-through higher education) leadership
- _____ Build upon the relationship with employment placement leadership
- _____ Open lines of communication with these community partners
- _____ Work with your Chamber of Commerce professionals
- _____ Develop a committee to prepare a community directory
- _____ Develop a complete community directory that lists all of your assets including:
 - Places of worship
 - Grocery stores
 - Convenience stores
 - Food and beverage establishments
 - Financial institutions
 - Health care providers
 - Childcare providers
 - Retailers
 - Service providers
 - Professional service providers
 - Social clubs and organizations
 - Service and civic organizations
 - Utility providers
 - Entertainment and lifestyle enrichment establishments
- _____ Update the community directory often
- _____ Develop a distribution system to get printed copies into the hands of businesses
- _____ Understand and prepare to have merchandise to handle multi-cultural personal items
- _____ Hold a Welcome to our community event
- _____ Communicate this information (websites are 24/7 marketing and no printing costs)

Wrap Up & New Beginnings

- _____ Communicate and update plan progress
- _____ Celebrate all milestones, especially when the planning is finished
- _____ Continue to plan for the future with regular strategic planning (TCEDA and BH)
- _____ Count on your community and regional partners to help you through the process
- _____ Develop Welcome packets for new visitors who travel or do not have internet
- _____ Communicate your positive community program with all who come
- _____ Look at the new residents and businesses as long lost friends who have found home
- _____ Communicate this information

No matter what—we are moving forward to a new Northwest Illinois. You can be a part of this excitement by preparing for the future, today.

Join the regional planning as we welcome new friends, businesses, and jobs to Northwest Illinois. Let us celebrate! Invest in Northwest begins today!

For additional assistance in preparing your community for the future, please contact:

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