

# Pre-Campaign Planning and Feasibility Study

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<b>Dates</b>	<b>Staffing</b>	<b>Activities</b>
August 10, 2006	Capital Quest on-site	Initial Planning Meeting
August 11 - 17	Staff	Implement Initial Start Memo Arrange Internal Executive Interviews
August 18	Joint	Letters Prepared, Signed, Mailed to Found./Hosp Board
August 21 - 22	Capital Quest on-site	Executive Staff Interviews
August 28	Capital Quest	Drafts of interview request letter, survey cover letter(s), survey(s) for approvals
August 23 - 31	Staff	Arrange Interviews for Foundation/Hospital Board Members.
August 31 & Sept. 1, Sept. 5	Capital Quest on-site	Interviews with Foundation/Hospital Board Members, "Stragglers" from Administrative Leadership
September 6 - 8	Joint	Create List of Community Interviewees/Prepare Interview Request Letters/Surveys Prepared for Mailing
Sept. 13	Capital Quest	Interview Request Letters Produced, Signed and Mailed

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Sept. 18 – 21 (on-going)	Staff	Call and arrange personal interviews with community leaders for Capital Quest.
Sept. 21 - 22	Capital Quest on-site	Interview community leaders and conduct focus groups
Sept. 27 - 28	Capital Quest on-site	Interview community leaders and conduct focus groups
October 2 - 3	Capital Quest on-site	Interview community leaders and conduct focus groups
Oct. 4 - 9	Capital Quest (off-site)	Tabulate Surveys, Review Notes, Create Executive Summary, Executive Consulting Team Review
Oct. 9 - 13	Capital Quest (off-site)	Write and Prepare Report
Oct. 16	Executives/Staff	Report Ready for Preview by Limited Executives
Anytime After Oct. 17	Capital Quest on-site	Present Report to Board Members and Volunteers

Foundation Board Meeting Dates:

Hospital Board Meeting Dates:

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**The following document is a sample from a real campaign directed by Capital Quest. Permission is hereby granted for printing this document for the limited purpose of education and training of board members and community/campaign leaders. It is copyrighted material.**

**For more information on Capital Quest please see contact information below:**



**Capital Quest, Inc.  
Consultants Serving Philanthropy Nationally Since 1992**

**800-263-1976**

**[www.capitalquest.com](http://www.capitalquest.com)**

**[Bill.Krueger@capitalquest.com](mailto:Bill.Krueger@capitalquest.com)**