

## STEP 4

# Develop Your Message



Understanding your audience is critical to developing effective messages. Who are you trying to persuade—voters? Policy makers? The local business community? *Your audience may shift or expand during each stage of the process.*

### 1. Name your primary audience.

Who makes the decision?

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Who influences this audience?

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### 2. Name your secondary audience(s) [if applicable].

Who makes the decision?

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Who influences this audience?

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3. **Why does achieving your goal matter** to them and their constituencies?

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**What are the most important things you want others to know, delivered in terms**

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## Tips for Telling an Effective Story

- Keep it simple, brief, and personal
- Center community impact
- Position library as solution

## Develop Your Talking Points

What data, examples, and stories support your key messages? Anticipate questions or comments and use the talking points to elaborate on your key messages. As you develop your talking points, be aware of your audience, their priorities, and how these talking points connect your messages to issues they care about. You may choose to emphasize certain talking points with specific audiences.

Talking points:

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2. \_\_\_\_\_

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3. \_\_\_\_\_  
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4. \_\_\_\_\_  
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5. \_\_\_\_\_  
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## Prepare

Work individually and with your team to practice delivering your key messages, packaged with talking points and supporting stories.

## Additional Resources

**Create an “elevator speech.”** An [elevator speech](#) is a brief, persuasive speech that you can recite to convey your message in the amount of time an elevator ride takes, hence the name. Be prepared to make your case quickly and effectively!