

# PARTNERSHIP DEVELOPMENT SERVICES FOR COMMUNITY PARTNERS

## Who we are

Partnership Development is a unit of Shelter, Support & Housing Administration that provides communications support for divisional initiatives and programs. Communication is key to building community support for housing and homelessness initiatives, helping non-profit and private sector groups get the credit they deserve for their efforts and contributions, and informing the public about the good work we do as a division.

## What we do

Partnership Development offers a wide range of services and supports for our partner agencies to help ensure success for programs and events such as official openings of housing developments and conferences. We are pleased to offer agencies communication support including writing, editing and design, monitoring the media and issues management for the range of programs administered by the division. We can also help identify opportunities for strategic communication at just the right time.



## WHAT WE OFFER

### EVENT PLANNING

- Date selection
- Government liaison
- Invitations
- Speaker coordination
- Speaking notes
- Media advisories, releases and media management
- Displays, signage, podium, tents and a/v equipment
- Posters, fact sheets, backgrounders and other handouts
- Arranging catering

### PROGRAM COMMUNICATION

- Communication planning
- Program posters, brochures, flyers, pamphlets
- Media advisories, releases and media management
- News article writing
- Direct mailing and e-mailing
- Web site posting
- PowerPoint presentations

### WRITING AND DESIGN

- Brochures
- Calendars
- Report editing and cover design
- Booklets
- Posters and other display material
- Invitations

### MEDIA MONITORING AND ISSUES MANAGEMENT

- Daily news articles circulated by e-mail to staff
- Emerging issues identification for senior management

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