Smoke-free Policy Implementation Checklist

☐ Thank and recognize elected officials for doing the right thing (i.e., thank you ads, letters to the editor, personal e-mails and letters).

☐ Review enforcement plan as designated in enacted ordinance (including requirements for 'no smoking' sign to be posted).

☐ Talk with Mayor, County Judge Executive, or City Manager about appointing an Implementation Task Force (i.e., primary and secondary enforcement agencies, city manager, coalition chair, city/county attorney, business owner).

☐ Designate agency to develop and distribute Business Kits (i.e., health department, ASAP Board, city or county government).

☐ Obtain funding for printing and mailing of Business Kit materials to all businesses affected by the ordinance.

☐ Get complete list of business addresses in order to mail Business Kits (i.e., Chamber of Commerce or person who grants business licenses in your community).

☐ Design and print 'No Smoking' decals for all businesses (to include in Business Kits).

☐ Work closely with city/county attorney to develop a FAQ (Frequently Asked Questions) Sheet for employers (to include in Business Kit). It is critical that everyone is on the 'same page' in regard to which areas are covered and which are not.

☐ Work with all involved to develop a system for reporting violations and filing a complaint (Implementation Task Force a good place for this decision).

☐ Train all personnel designated to enforce the law (prior to implementation).

☐ Develop and implement a public education strategy before and after the implementation date (i.e., radio ads, unpaid news/radio media).

☐ Prepare business owners for implementation (i.e., via Business Kits, forum for employers, newspaper stories, etc).

☐ Anticipate opposition before and immediately after implementation date. Plan strategy for counteracting opposition and protecting the law.

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