Scenario: Residents have been gathering outside, in the front of the house to smoke. You know that this has been drawing the attention of neighbors, and it make not be positive attention.

1. What is the purpose of your policy?

2. Who is covered by the policy?

3. When does this policy apply?

4. What actions do you want to be taken? Who takes those actions?

5. Who should you discuss this potential new policy with before implementation?