



PUBLIC MEETING  
SCRIPT SAMPLE:  
VIRTUAL SEPARATE FROM IN-PERSON

(Study Name) PD&E Study  
From (Project Limit) to (Project Limit)  
(Location)  
FPID (Number)

VIRTUAL MEETING SCRIPT  
(Date)

1 **Project Manager/Representative (Name):**

2 Good evening. The Florida Department of Transportation welcomes you to  
3 the public meeting for the (study name) Project Development and  
4 Environment, or PD&E, Study. My name is (name), I am the (FDOT Project  
5 Manager/FDOT Project Representative) for this study. Thank you for joining  
6 us tonight.

7 With us this evening is our project team:

8 **Team Introductions** [cameras on, unmute mic]:

9 (Name, Consultant Project Manager)

10 (Name, Moderator for the Evening)

11 (Name, Roadway)

12 (Name, Environmental)

13 (Name, Drainage)

14 (Name, Traffic)

15 **FDOT Project Manager/Representative (Name):**

(Date)

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16 FDOT is offering this meeting both in-person and online. The in-person  
17 meeting (was/will be) held on (date) at (location) with the same materials that  
18 we are showing tonight. On the screen you will see our agenda for tonight:  
19 first we will (show the project video/go through the project presentation).  
20 Please submit questions directly to the project team at any time through the  
21 questions box. The project team will read and discuss the questions in the  
22 order they were received, providing you with the same opportunity as the in-  
23 person open house.

24 Additionally, all workshop materials, such as (the project video, workshop  
25 handout, and informational graphics,) have been available to the public on  
26 the project webpage since (date). You should see a link to the project  
27 webpage in the chat box on your GoToWebinar control panel. [*Paste URL*  
28 *in chat box and send to all.*]

29 Questions submitted tonight are not formal comments for the record. If you  
30 want to make a formal comment for the meeting record, you can do that  
31 through the project website, by mail, or by email by (date). All comments  
32 are weighted equally.

33

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34 This meeting is conducted in accordance with the Americans with  
35 Disabilities Act of 1990 and with Title VI of the Civil Rights Act of 1964 and  
36 related statutes. Anyone who feels he or she has been discriminated  
37 against with regard to race, color, national origin, age, sex, religion,  
38 disability, or family status may reach out to the contacts listed on the poster  
39 board.

40

41 We will now [\(play the video/review the project information\)](#).

42

43 *[(Name) will play video then (name) will show slide of how to type-in*  
44 *questions.]*

45

46 **AFTER Video**

47 **Comment Moderator (Name):**

48 The first question comes from [\(attendee's first name\)](#). *[Read question out*  
49 *loud. Questions are answered by the PROJECT TEAM.]*

50 The next question is from [\(next attendee's first name\)](#). *[Read question out*  
51 *loud].*

52 *[Continue through questions.]*

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53 *[After all questions are completed.]*

54 Is there anyone else who has a question about the project?

55 *[Pause for response.]*

56

57 ***[FDOT PM]*** - *If more than 20 minutes remain, continue reading; if not, go*  
58 *straight to 'Closing' section.]*

59 If you have no further questions, feel free to leave the meeting. Thank you  
60 for joining us.

61 Since we have some time left, we will go ahead and play the video again for  
62 those who joined late. If you missed the beginning of the meeting, my name  
63 is (name), I am the (FDOT Project Manager/Representative) for the (study  
64 name) Project Development and Environment, or PD&E, Study. This  
65 meeting tonight allows you to submit questions directly to the project team,  
66 providing the same opportunity as the in-person open house that  
67 (occurred/will occur) on (date). We will now replay our project video. If you  
68 have any questions about the project, please type them in the question box  
69 on your webinar control panel and we will read them aloud for the project  
70 team to address after the video is over.

71

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72 **CLOSING –**

73 **FDOT Project [Manager/Representative \(Name\)](#):**

74 We have now reached the end of the meeting. Does anyone have any  
75 more questions?

76

77 Once again, questions asked tonight will not be considered comments for  
78 the formal record. If you want to make a formal comment for the meeting  
79 record, please send it through the project website, by mail, or by email by  
80 [\(date\)](#). [*Show comment slide.*]

81

82 Thank you for attending this public meeting and for providing your input for  
83 the project. Have a good evening.