

**PUBLIC MEETING/HEARING PLANNING CHECKLIST**

Project Name: \_\_\_\_\_ Meeting/Hearing Date: \_\_\_\_\_

Task	Person Resp.	Target Start	Target Complete	Date Complete	Comments
<b>Meeting Facility</b>					Ensure ADA compliant; consider technology needs for virtual participation. Public Hearing must use a hybrid format.
Identify meeting/Hearing facility options and availability					
Reserve/confirm facility					
<b>Newspaper Ads and Press Release</b>					<p>Newspaper Ads: OPTIONAL FOR PUBLIC MEETINGS If needed, publish one time 10-14 days before public meeting</p> <p>PUBLISH TWICE FOR PUBLIC HEARINGS First Notice at least 15 days but not more than 30 days prior to Public Hearing Second Notice 7-12 days prior to Public Hearing</p>
Draft newspaper ad and press release					
Submit draft Ad and press release to FDOT for review					
FDOT review of draft Ad and press release					
Final revisions to Ad and press release					
Submit Ad to newspaper					
First print date at least 15 calendar days prior to Hearing					
Second print date 7 to 12 calendar days prior to Hearing					
Send press release to media 5 days prior to meeting/Hearing					
Obtain affidavit of publication from newspaper - forward to FDOT					
<b>FAR AD (Publish Not Less Than 7 Days Prior to Meeting/Hearing)</b>					<p>FAR Ad Required for all public meetings, hearings, and workshops</p> <p>FAR notice to be printed no less than 7 calendar days prior to Meeting or Hearing</p>
Draft Florida Administrative Register Ad					
Submit draft FAR Ad to FDOT for review					
FDOT review of draft FAR Ad					
Final revisions to FAR Ad					
FAR Ad to FAR - to be received on or before 3:00 p.m. on: _____					
FAR Ad published					
<b>Mailing Lists</b>					<p>Public Mailing Lists</p> <p>Update Mailing List for Elected/Appointed Officials, ETAT representatives, and Native American Tribes</p> <p>Update to include any new elections/appointments and new property owners</p>
Update mailing list for elected/appointed officials, ETAT representatives, and Native American Tribes					
Update property owners/tenants/interested citizens mailing list(s)					
Submit mailing lists to FDOT for review					
FDOT review of mailing lists					
Make final revisions to mailing lists					
<b>Letters to Elected/Appointed Officials and Agencies</b>					<p>Letters to Elected/Appointed Officials and Agencies</p> <p>Officials/Agencies to receive notification at least 25 days but no more than 30 calendar days prior to Public Hearing</p>
Draft letter to officials and agencies					
Submit draft letter to FDOT for review					
FDOT review of draft letter					
Make final revisions to letter and merge with officials mailing list					
Send letters to FDOT for signature					
Letters to be mailed no later than: _____					
<b>Newsletters (or Letter) to be Sent to Property Owners</b>					<p>Newsletter (or Letter) to Property Owners</p> <p>Property Owners to receive notification no less than 20</p>
Draft newsletter (or letter)					
Submit draft newsletter to FDOT for review					
FDOT review of draft newsletter					
Make final FDOT revisions to newsletter					

Task	Person Resp.	Target Start	Target Complete	Date Complete	Comments
Prepare newsletter for distribution - print, fold, address, stamp					calendar days prior to Public Hearing or 14 days for Public Meeting
Drop newsletter at post office					
<b>Public Hearing Documents for Public Review</b>					
Identify location to display PD&E documents for public review					Documents to be available for public review 21 days prior to the Public Hearing
Print PD&E documents for display					
Drop-off PD&E documents					
Pick-up PD&E documents					
<b>Presentation Materials</b>					
Engage court reporter for public meeting/Hearing					Meeting materials should be prepared well in advance of the Public Meeting or Public Hearing to allow for reviews and revisions
Secure off-duty police (if required)					
Prepare PowerPoint or video presentation					
Prepare narration script and moderator's script					
Sign-in sheets					
Comment forms					
Project facts sheet (for team members)					
Handouts and/or brochures					
Speaker cards					
List of project team attendees and name tags					
Table signs					
Directional signs (outdoor/indoor)					
Welcome sign					
Title VI display board and complaint forms					
FDOT/FHWA MOU statement sign					
Typical sections					
Comparative evaluation matrix					
Aerial photograph display boards					
First briefing meeting with FDOT – meeting/Hearing preparation review					First Briefing Meeting with FDOT
FDOT review of meeting/Hearing materials					
Revisions to meeting/Hearing materials					
Second briefing meeting with FDOT					Finalize Materials in Preparation for Meeting/Hearing
Finalize Materials for Public Hearing					
<b>Post Public Hearing Activities and Tasks</b>					
Obtain Hearing transcript from court reporter					
Review transcript and prepare errata if necessary					
Submit transcript, errata, and for FDOT to prepare certification form in SWEPT					
<b>Public Involvement Summary</b>					Public involvement activities may be summarized in the Environmental Document. Method used for documentation should be provided within the Public Involvement Plan.