501 Planning and Preparation

Public meetings can take the form of a public information meeting, open house, workshop, or charrette. They are advertised and open to the public and held to share information and receive feedback. All public meetings must be hybrid with the ability for anyone to participate in person or virtually. For the in-person meeting, the typical format allows the public to view display materials at their own pace and have informal conversations with the project team. The virtual component of the meeting should include a presentation or review of meeting materials. Planning and preparation follows a multi-step process as noted below.

Notify and Finalize

 Determine meeting date and location

General Planning

 Prepare room layout plan

12-16 Weeks Prior

 Fill out meeting checklist

- Distribute **Notifications**
- Finalize display boards, presentation, videos, and other meeting materials

1-4 Weeks Prior

Public Meeting

Use a meeting checklist to ensure all meeting details are

public meeting and ensuring notifications are completed and distributed

within the required time frames. See the Resources on the Public

Engagement Resource Guide page for additional guidance.

considered. A sample checklist is provided through this link and

can be used to organize the activities related to planning for a

Respond to

1 Week Prior

Production

6-12 Weeks Prior

- Prepare mailing list
- Prepare and finalize notifications
- Prepare draft display boards, presentation, videos, and other meeting materials

Final Details

Meeting Checklist

- Print/Plot all meeting materials
- Conduct rehearsal for virtual meeting

Post-Meeting

- Document
- comments

1-2 Weeks After