

## 601 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.



### Meeting Checklist

Use a meeting checklist to ensure all meeting details are considered. A sample checklist is provided through this [link](#) and can be used to organize the activities related to planning for a 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.

