**Meeting Materials and Resources**

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Preparation and organization are required before a meeting commences. Below is a list of suggested materials and resources to gather for your meeting:

**** Sign-in sheets (electronic and paper)

 Slide deck for digital presentation

 Flash drive to hold slide deck

 Laptops

 Monitors

 Map of project area

 Pens and markers

 Removable stickers

 Notepads

 Handouts

 Boards and signs: Sign-in, project information, steps in the project development process, right-of-way and relocation, existing conditions, proposed designs, comment boxes, areas for children, and directional signage

 Board and map set up: Adhesive tape, push pins to hang maps, easels, tables, or stands from PICSViz

 Mobile internet hotspot (if internet access is required for an online video, visualization, or survey)

 Comment forms or online surveys (Comment forms should be part of the handout)

The following concepts and information should also be effectively conveyed in the

materials or presentation at the meeting:

 Proposed project elements

 Major decisions to be made

 Potentially impacted areas

 Financial information

 Economic development

 How public input will be used by decision makers