

## Request a Public Meeting

It is understood that in-house project processes are slightly different from consultant project processes. Therefore, the Requestor needs to ensure that consultant staff coordinates with Public Involvement staff.

*Select ALL that apply.*

Type of meeting(s) requested:

Open House Public Meeting

Local Officials Meeting

Small Group Meeting

Workshop/Charette

**In House Project? Y N State Funded Project? Y N Merger Project? Y N**

TIP NO.:

WBS:

COUNTY

DIVISION(S):

Project Description or any relevant information:

---

Consultant? If so, list firm (Contact Information on Page 2)

### **PROJECT INFORMATION**

Do you have a range of available dates? Yes No

Dates:

Special community events occurring during this time? Yes No

List here:

Do you have a facility(ies) in mind? Yes No

Facility name(s) and address(es):

1) 2)

Contact person & phone number:

1) 2)

---

### **SPECIAL ADVERTISING NEEDS**

Do you need Spanish advertising? Yes No

Do you need Minority advertising? Yes No

### **CONTACTS**

Will you need a Spanish interpreter/translator? Yes No Don't know\*

Is Consultant scoped to provide if needed? Yes No Don't know\*

*If you're unsure, the PI Group will check*

Any special advertising requests, i.e. certain newspaper?

List Here:

**MAILING LISTS**

Do you have an existing mailing list? Yes  No

*If not, please send shape file or pdf of study area*

Month/Year created?\*

*\* if more then 12 months old - new list needed*

If yes, forward electronic copy to be combined with GIS List.

List Included Will Send Later

*(Consultants will receive uncleaned GIS data.)*

**MAILINGS**

- Consultant Scoped to create Postcard/Newsletter Y  N  Handout Y  N
- Has PI Reviewed Draft? Y  N  Y  N
- Consultant Scoped to Mail Postcard/Newsletter Y  N

NCDOT  
PM and  
Contact Info

Consultant  
PM and  
Contact Info

Special Info: