Appendix A
Public Involvement Preparation Checklist

APPENDIX A
CHECKLIST
PUBLIC INVOLVEMENT PREPARATION

Date Accomplished		By Whom: ADOT	Consultant
	Hold a team preparation meeting [1]	☐	☐
	Define the issues to be presented	☐	☐
	Determine appropriate time, location, date [2]	☐	☐
	Visit meeting location [3]	☐	☐
	Complete facility contract as required [3]	☐	☐
	Based on location visit, determine needs such as room set up, screen, PA system, chairs, etc	☐	☐
	Obtain proof of insurance [4]	☐	☐
	Obtain facility contact name and number (to bring to meeting)	☐	☐
	Prepare mailing list	☐	☐
	Prepare public notices (ads, media announcements, flyers, posters, etc) [5]	☐	☐
	EEG review and approval of public notices	☐	☐
	Send out internal ADOT distribution memo [6]	☐	☐
	Submit notice to newspaper as necessary [7]	☐	☐
	Distribute DEA/DEIS (hearing only) [8]	☐	☐
	Prepare visuals/presentations (board displays, PowerPoint presentations) [9]	☐	☐
	Prepare agenda, handouts, nametags, etc [9]	☐	☐
	Arrange for court reporter (required for hearings) [10]	☐	☐
	Arrange for interpreter or special accommodations as necessary [10]	☐	☐
	After meeting, prepare meeting summary	☐	☐
	Respond to/distribute comments received as appropriate	☐	☐

1-10 See tab with corresponding number for further information and/or exmaples