Appendix C
Checklist of Items to bring to the Meeting

APPENDIX C
CHECK LIST
ITEMS TO BRING TO THE MEETING

	By Whom. ADOT	Consultant
Sign-in sheet with specific language regarding public record	☐	☐
Easels/Flipcharts	☐	☐
Supplies box (paper, pens, tape, tacks, scissors, markers, rulers, etc)	☐	☐
Pre-printed name tags for team members	☐	☐
Blank name tags for unanticipated attendees	☐	☐
Copies of DEA/DEIS labeled "Do Not Remove" (hearing only)	☐	☐
Copies of handouts, including list of staff present and area of responsibility	☐	☐
Presentation boards	☐	☐
Copies of agenda	☐	☐
Comment cards and box	☐	☐
Question cards as appropriate	☐	☐
Hard copy of each advertisement	☐	☐
Presentations	☐	☐
Proof of insurance certificate	☐	☐
Speaker sign-up sheet (hearing only)	☐	☐
Signs (street directional and for inside facility)	☐	☐
PA system and extension cord (if needed)	☐	☐
Room rental payment (if needed)	☐	☐
Projector, laptop, TV, screen (if showing video, PowerPoint or slides, etc)	☐	☐
Facility contact name/phone number	☐	☐