

Public meetings are one way to involve community stakeholders in your installation's various programs. They can be organized in many different ways, depending on the goal, topic, audience, and other factors. This checklist is intended to help you with general elements that would apply to most public meetings.

Planning a public meeting

Meeting purpose

Identify potential participants

- Interests identified and categorized?
yes no
- Organizations and individuals identified?
yes no

Meeting time: _____

Date: _____

Hours: _____

Meeting place(s): _____

Central location? yes no

Public transportation access? yes no

Suitable parking? yes no

Safe area? yes no

Adequate facilities? yes no

Meeting purpose

Total number of people expected: _____

General session

Seating arrangement: _____

Adequate space? yes no

Discussion session? yes no

Number of small groups: _____

Seating arrangement type: _____

Number of people in each group: _____

Adequate space? yes no

Agenda development

Questions developed? yes no

Schedule developed? yes no

Topics of interest to stakeholders included?
yes no

Background information development

Information to be provided: _____

Graphics identified? yes no

Written information completed? yes no

Distribution methods: _____

Number of copies: _____

Publicity

Methods selected: _____

Material prepared? yes no

Number of copies needed: _____

The key to a good public meeting is be prepared – you can't over-plan a public meeting.

Material placed and/or distributed? yes no

Personal follow up completed? yes no

Media preparation by contacting Public Affairs Office? yes no

Message developed? yes no

Prepare answers to potential questions to help moderators stay on message? yes no

Issue press release about meeting (if applicable)? yes no

Meeting arrangements

For the general session

- Lecterns, chairs, tables obtained? yes no
- Audio/visual equipment obtained? yes no
- Space for wall displays? yes no
- Name tags, registration table space (and personnel)? yes no
- Refreshments (and personnel)? yes no
- Audio/visual equipment tested? yes no
- Ventilation/heating adequate? yes no

For discussion sessions

- Number of easels/blackboards: _____
- Newsprint, tape and markers for easels obtained? yes no

Preparing moderators

Role for each moderator identified (facilitator, recorder, timekeeper): _____

Rehearsal and or training conducted with moderators/facilitators? yes no

Is the topic controversial or is conflict expected? yes no

If so co-facilitation is recommended.

Record the proceedings

Methods to be used: _____

Personnel/equipment obtained? yes no

Orientation discussion moderators

Orientation meeting held? yes no

Moderators have prepared materials? yes no

Reporting to the public

Formats used: _____

Report prepared? yes no

Number of copies required? yes no

Meeting evaluation

Evaluation completed? yes no

Recommendations made? yes no

Recommendations accepted? yes no

For help with community involvement activities, contact:

*Health Risk Communication Program
U.S. Army Center for Health Promotion
and Preventive Medicine
5158 Blackhawk Rd.*

Bldg. E5158

Aberdeen Proving Ground, MD 21010-5403

<http://chppm-www.apgea.army.mil/risk>

This checklist is part of *Noise Management—A Primer on Facilitating Community Involvement and Communicating with the Public* and its companion CD. These resources can help you educate and engage stakeholders on and off the installation and to generate support for noise management activities.