



Requirements for:

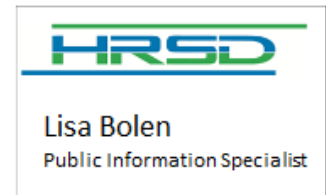
Informational Public Meeting, Open House or Community Meeting for HRSD projects.

Coordination needed:

- Facility and time of event – work with the locality partner
- Tables / chairs
- Invite / inform the assigned locality partner or relevant department contact(s)
 - HRSD Project Manager will give the name and title of each to the Public Information Specialist
- Who will / should attend
 - HRSD –
 - Consultant –
 - Locality Partner -
- Business cards – each individual shall bring their own

Consultant Team shall provide:

- Project boards & meeting announcement (number and type TBD, portrait or landscape, overall project and segments as needed) – as determined in the prep meeting
- Easels (quantity to match the number of boards and a spare)
- 1-2 set(s) of full size 100% Plans
- Traffic Plans, full size set (if applicable)
- Printed Project Flyers or handouts – as provided by HRSD
- Name Badges for all project team attendees - displaying Name, Position / Title (Design Engineer / Inspector) for this project and company logo centered at the top as shown:
- Animation and laptop to run animation from (if applicable)
- All graphics and video(s) provided to HRSD for handouts and website upload prior to event



HRSD shall provide:

- Sign-in sheet
- Comment Sheet
- Pens
- Give Away Items
- Website Project Page (IPad)
- HRSD welcome sign
- Project type Fact Sheets (CIPP, BYPASS, Trenchless) as needed

Additional project specific items: