Guidelines for Informational 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 (to be reviewed by HRSD Public Information Specialist): 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
- 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 Sheets
- Pens
- Give Away Items (if applicable)
- Project Webpage Flyer
- Directional Signage
- Project type Fact Sheets (CIPP, BYPASS, Trenchless) as needed

Additional project specific items needed prior to Open House:

- **Open House notice:** Once the location, date, and time are known, a notice needs to be created and distributed (See template in the Public Communication Program section of the design and construction standards).
    - **Addresses**: Along with the notice, addresses will be needed for the stakeholders and nearby residents that a notice can be mailed to. We can also share this notice with the City/County so they can share it. Time will be needed to get these printed, labeled, and mailed so keep that in mind for timing. 10-14 days prior to the open house is a good timeframe to get them mailed out.

- **Script for Virtual Presentation and PowerPoint**: For the virtual presentation that will be available on the project page, creating a script of the voiceover for the power point presentation is easier for editing. Once the script/PowerPoint has been reviewed and approved, the voiceover can be added to the Power Point presentation.
    - **Virtual Presentation**: Once the PIS has the voiceover PP presentation, it will be sent to IT to add it to the project webpage to make the virtual presentation. Those who cannot attend in-person can view the presentation either as slides or as a video and can submit comments and questions through the webpage.
        - An example of how the virtual presentation looks on the project page (the video is on the last slide) is here: https://www.hrsd.com/SouthNorfolk_VirtualOpenHouse

        - Good information to include is why the project is necessary, what type of work is involved, the project/construction schedule, how the residents/town may be impacted, where they can go for more information, and who to contact with questions.
            - An example of just PowerPoints for the virtual presentation (different from above) can be found in the Public Communication Program section of the design and construction standards.