



Requirements for: Public Meeting, Open House or Community Meeting for HRSD projects.

Coordination needed:

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

Consultant Team shall provide:

- Project boards (number and type TBD, portrait or landscape, overall project and segments as needed) – as determined in the prep meeting
- Easels (qty. 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)
- 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:

HRSD shall provide:

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

Additional project specific items: