



PUBLIC MEETING CHECKLIST

This checklist is to be used as a tool for virtual and in-person public events conducted by the MPO. Items on this checklist will be completed as deemed appropriate, as some items may not be applicable for every meeting.



IN-PERSON EVENTS

☐**Transit**

Is the meeting location accessible via transit routes that will be active at the beginning and end times of the meeting?

☐**Accommodation**

If there has been a request for special accommodation, are meeting organizers prepared to meet it?

☐**Meeting Time**

Is the meeting being held at a time that is generally convenient to the public?

☐**Materials**

Will meeting information be presented in a variety of formats?

☐**Accessibility**

Is the building accessible, with features such as entrance ramps, elevators, accessible restrooms and parking?

☐**Location**

If the topic of the meeting is location-specific, will the meeting be held within the affected area? Will the meeting be held in an area with higher underserved and overburdened communities?

☐**Barriers**

Are there physical barriers to access present around the building, such as missing sidewalks or construction?



VIRTUAL EVENTS

☐**Meeting Time**

Is the meeting being held at a time that is generally convenient to the public?

☐**Accommodation**

If there has been a request for special accommodation, are meeting organizers prepared to meet it?

☐**Accessibility**

Are accessibility features of the meeting platform enabled if they are available and feasible for implementing?

☐**Tutorial**

Will a brief tutorial on use of the platform features be given at the start of the meeting? Is staff familiar with how to direct attendees to help features?