

COMMUNITY MEETING CHECKLIST

Community Engagement in Brownfields Redevelopment



Hosting a successful community meeting is essential to keeping your community engaged throughout brownfields redevelopment projects. Community meetings can be opportunities for education, opening a dialogue, receiving feedback, answering questions, sharing resources, building connections, and action-planning. Anyone can take the initiative to bring their community together, but there is a lot of organization and planning involved. This document will outline three phases to hosting a successful, in-person community meeting and provide some key pointers to help guide you through the process.

PHASES FOR HOSTING A SUCCESSFUL

COMMUNITY MEETING:

Phase 1: Prepare

Phase 2: Implement

Phase 3: Evaluate

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PREPARE

- Determine the meeting's purpose and intended audience
- Draft a meeting agenda
- Maximize participation by picking a time that takes work schedules and other responsibilities into account
- Select a location that is accessible and convenient. Consider transportation options and make sure there is plentiful parking if attendees will be driving
- Make arrangements to provide childcare or ensure that the meeting is child-friendly
- Communicate frequently with any speakers/presenters at the event and confirm they are available for the selected meeting time
- Notify the community of the event through whichever channels / mediums are most effective
- Invite key stakeholders in the brownfields redevelopment process
- One week prior to the event:
 - ⇒ Confirm speaker/presenter availability
 - ⇒ Print and distribute agenda

NOTES:

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IMPLEMENT

- ☐ Set up the meeting space
 - ⇒ Chairs and tables - sound system and microphone - projectors, televisions, computers, or other support visuals - refreshments or food - handouts or other materials
- ☐ Keep track of attendance at the meeting and collect contact information
- ☐ Execute the planned agenda activities using plain language
Use a strengths-based approach and remain outcome-driven throughout presentation
- ☐ Leave time for questions, concerns, comments, and ideas.
- ☐ Practice active and empathetic listening!
- ☐ Be receptive to feedback and open to engaging with attendees.
- ☐ Thank everyone in attendance at the end of the meeting and provide contact information
- ☐ Clean up the space. Leave the meeting area how it was found

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EVALUATE

- ☐ Debrief with leadership immediately following the meeting
 - ⇒ What did attendance look like? Was there a diverse crowd? Were residents engaged and supportive? What community feedback was given?
- ☐ Follow up with attendees and re-send any materials, handouts, or notes from the meeting
- ☐ Work with community members and use their feedback to formulate next steps

NOTES: