



# Documentation of Public Workshop

Project Information			
Contract #:			
Contract Name:			
DeIDOT Project Manager:			
Community Relations Representative:			
Meeting Information:			
Meeting Venue Title:			
Meeting Location Address:			
Venue Point of Contact:			
Meeting Type:			
Meeting Purpose:			
Meeting Date and Time:			
Date Notices were Sent:			
Translation Services Provided:			
DeIDOT Personnel or other Representatives in Attendance:			
Presenters:			
Total Number of Attendees:			
Number of Commenters:			
Elected Officials in Attendance (approx.):			
Enclosures (Select all that Apply):			
<input type="checkbox"/>	A. Public Notices Provided	<input type="checkbox"/>	G. Handouts or other questionnaires provided to attendees
<input type="checkbox"/>	B. Public Hearing Officer Certification (Only required for Public Hearings)	<input type="checkbox"/>	H. Comments Received
<input type="checkbox"/>	C. Presentation Material	<input type="checkbox"/>	I. Unofficial Meeting Summary
<input type="checkbox"/>	D. A Description and Link to any Video Provided	<input type="checkbox"/>	J. Official Transcript (Only Required for Public Hearings)
<input type="checkbox"/>	E. Sign-in Sheets	<input type="checkbox"/>	L. List of Commitments Made