

Public/Virtual Workshop Request Form

Community Relations has received your request to schedule a public workshop. Due to the current budget challenges, Community Relations is making every attempt to reduce expenses where possible.

Project: _____
Project Manager: _____ Phone# _____
Contract # _____ Today's Date: _____

Please answer the following questions:

Are you looking to have a **PUBLIC** [] or a **VIRTUAL** [] workshop? *(Please check one or both)*

What do you hope to obtain from this workshop? _____

Are you seeking public input? **YES** or **NO** Do you expect a lot of public involvement on this project?

How many people do you expect to attend your workshop? _____ *(example: 20 – 30)*

Is the project an on-going project? _____

What legislators are involved in this project?

Is the project funded through construction and what year will construction begin?

If looking to have a live public workshop please provide rationale for a live workshop versus a virtual workshop.

Do you have a consultant working on this project? **YES** or **NO** What will they be providing for your workshop? Easels/Comment forms/Sign-In Sheets/Name tags/Other: _____

What is the date, or time period, that you would prefer to have the public workshop? *(Please keep in mind that PR needs 4-6 weeks to schedule workshops)*

What is the preferred location for your public workshop? _____

Will you need special equipment and will there be a presentation? _____

SECURITY: Is this project contentious in any way? _____
What type of reaction have you received from the public? _____

Would you expect controversy or resistance at a public meeting or workshop? _____

Please explain if you answer yes to any of these questions. _____
