

## Kick off – “Meeting to Go”

### Check list:

- 1. **Instructions** (below)
- 2. **Sign in sheets**
- 3. **Comment forms**
- 4a. & 4b. **Posters** about the plan, including opportunities for involvement, projections, trends, and more
- 5. **Presentation**
- 6a. & 6b. **Group discussion form packet and summary sheet**
- 7. **Links** to the other materials:
  - a. Trends Report: [www-static.bouldercolorado.gov/docs/BVCP\\_2015\\_Update\\_Trends\\_Report-1-201508251716.pdf](http://www-static.bouldercolorado.gov/docs/BVCP_2015_Update_Trends_Report-1-201508251716.pdf)
  - b. Community Profile: [www-static.bouldercolorado.gov/docs/2015-boulder-community-profile-1-201508301152.pdf](http://www-static.bouldercolorado.gov/docs/2015-boulder-community-profile-1-201508301152.pdf)
  - c. Projections report and methodology
    - i. [www-static.bouldercolorado.gov/docs/BVCP\\_Projections\\_Summary\\_Formatted\\_082815-1-201508281637.pdf](http://www-static.bouldercolorado.gov/docs/BVCP_Projections_Summary_Formatted_082815-1-201508281637.pdf)
    - ii. [www-static.bouldercolorado.gov/docs/BVCP\\_Projections\\_Methodology\\_Formatted\\_082815-1-201508281638.pdf](http://www-static.bouldercolorado.gov/docs/BVCP_Projections_Methodology_Formatted_082815-1-201508281638.pdf)
  - d. Fact Sheets (10): [www.BoulderValleyCompPlan.net](http://www.BoulderValleyCompPlan.net) (Scroll down to “Phase I- Foundations Work and click on “Draft Subcommunity Fact Sheets”)

## Instructions:

### Before the Event

1. **Schedule it.** Your meeting will take at least an hour and a half, maybe up to two depending on discussion.
2. **Request planning staff attendance (optional).** Team members will try to attend, but cannot guarantee availability.
3. **Send invitations** to your group, organization, etc.
4. **Gather meeting materials.** You can request copies of materials from the city, print your own materials and get reimbursed, or display them electronically.
5. **If printing, please use the following paper sizes:**
  - 8.5 x 11”: Sign in sheets, Comment forms, Discussion form summary sheet
  - 11 x 17”: Posters, Discussion form packet
  - View electronically: Links to other materials

### Hosting your Event

6. **Ask everyone to sign in and fill in an individual comment form** with some demographic information to help the planning team know who attended. *(10 minutes)*
7. Allow time for individuals to **review the materials.** *(20 minutes)*
8. **Share presentation slides and videos.** *(30 minutes)*
9. **Host small group discussion** to answer the questions on the forms, taking good notes. *(30 minutes or more)*

### After the Meeting

10. **Submit your comment and discussion forms** to the planning team **by e-mail:** [planning@bouldercolorado.gov](mailto:planning@bouldercolorado.gov) **or in person:** Boulder Community Planning and Sustainability Department, 1739 Broadway, 3<sup>rd</sup> Floor.
11. You may request reimbursement for printed materials and food if attendance of your meeting is a minimum of 8 people. Please provide the names of attendees. Limit is one reimbursement (up to \$25) per meeting host. Reimbursement will issued upon receipt of meeting materials from the meeting host.

## Questions?

Please contact the planning team by e-mail: [planning@bouldercolorado.gov](mailto:planning@bouldercolorado.gov) or by phone at 303-441-4907.