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:
   c. Projections report and methodology
      i. 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

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:
   o 8.5 x 11”: Sign in sheets, Comment forms, Discussion form summary sheet
   o 11 x 17”: Posters, Discussion form packet
   o 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
    or in person: Boulder Community Planning and Sustainability Department, 1739 Broadway, 3rd 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 or by phone at 303-441-4907.