

Public Information Meeting Materials and Resources

This list of recommendations for public information meetings has been developed as a supplement to the SCDOT Public Involvement Policy and should be used in coordination with the Workback Roadmap, shown on the last page of the policy. Note that all public meeting materials should be reviewed by the Office of Public Engagement prior to printing and distribution. Below, **PI webpage** refers to [scdot.org/pi](https://www.scdot.org/pi).

Sign-in Forms	A representative of SCDOT should greet meeting attendees and ask them to sign the attendance sheet, or sign-in form. Members of the public are not required to sign in but encouraged to do so. Having multiple sign-in forms printed allows attendees to sign in simultaneously and will help prevent a traffic jam at the entrance. A template is available on the PI webpage.
Voluntary Demographic Forms	To ensure compliance with non-discrimination laws, SCDOT must record and report on meeting attendee demographics. To collect this information, SCDOT offers a voluntary demographic survey to public information meeting attendees. The survey is available on the PI webpage and should always be offered to public meeting attendees.
Comment Forms	SCDOT should provide public information meeting attendees with a paper comment form. A template is available on the PI webpage.
SCDOT Nametags	SCDOT employees and consultants working on behalf of SCDOT should wear nametags to be easily identifiable. An editable nametag template, created for use with Avery 5395 Adhesive Name Badges, is available on the PI webpage.
Outdoor Signs	Portable outdoor signs, such as “sandwich boards” or “yard signs” can help attendees identify a meeting location or entrance.
Indoor Signs	If a public meeting does not take place near the main entrance of the building, it can be helpful to post signs inside the building to direct attendees. Indoor sign templates are available on the PI webpage.
Project Handout	Project handouts should include project maps, plans and related information, an anticipated project schedule, construction detour information if applicable, both the project website URL <u>and</u> QR code, dates of the public comment period, instructions for how to provide comments, and contact information for the project lead or program manager. A template is available on the PI webpage.
Project Displays	Project displays provide a focal point for conversations. Displays are typically printed, mounted on foam boards, and placed on easels or similar stands. Displays may include engineering plans, detour maps, images, etc. Because SCDOT public meetings allow for multiple conversations at once and are held in a “drop in” format, it is recommended to have least three copies of each display board. In most cases, project displays should be created using the standard SCDOT CADD template, available under Public Involvement Files at this link: scdot.org/business/CADD-Design.html