**County Coalition Public Meeting**

**Project Plan**

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| Time Frame | Item | Responsible |
| 2 months | Determine meeting date, develop registration platform and identify a venue to host meeting | County Leadership with TAC |
| 2 months | Reach out to and confirm presenters for the meeting | County Leadership with TAC |
| 1 month | Prepare agenda for public report out meeting | TAC with County Leadership |
| 1 month | Begin advertising for public report out meeting | County Leadership with TAC |
| 1 month | Begin developing presentation for public meeting | TAC with County Leadership |
| 3 weeks | Send meeting reminder to registered participants | TAC |
| 3 weeks | Send presentation to leadership for revisions and/or approval | TAC with County Leadership |
| 2 weeks | Finalize presentation for public meeting | TAC with County Leadership |
| 2 weeks | Send final meeting reminder | TAC |
| 1 week | Send presentation to out to presenters | TAC |
| 1 week | Create name tags for presenters and participants | TAC |
| 3 days | Print any materials needed for the event | TAC |
| Day of meeting | Pack up materials for the meeting, including technology. Arrive at venue at least one hour prior to meeting to set up | TAC with County Leadership |