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| ROP PUBLIC HEARING SUPPLIES CHECKLIST | |
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| Public Hearing for : | |
| Hearing Date: | |
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| <input type="checkbox"/> | Attendance Cards |
| <input type="checkbox"/> | Pencils - make sure all are sharpened |
| <input type="checkbox"/> | Nameplates for Decision Maker and Hearings Officer |
| <input type="checkbox"/> | Staff Reports, Draft ROP, other handouts |
| <input type="checkbox"/> | Question and Answer Document (if applicable) |
| <input type="checkbox"/> | Site Map - Poster Size |
| <input type="checkbox"/> | Scotch Tape |
| <input type="checkbox"/> | Masking Tape |
| <input type="checkbox"/> | Signs -" EGLE Public Hearing" (direction arrow drawn in at site) |
| <input type="checkbox"/> | Signs -" Questions - Staff Available in ..." |
| <input type="checkbox"/> | Paper Tablet - sometimes public wants to write comments at the hearing |
| <input type="checkbox"/> | Post it Notes |
| <input type="checkbox"/> | Staff Nametags |
| <input type="checkbox"/> | Marker for drawing arrow on direction sign |
| <input type="checkbox"/> | Paper Clips |
| <input type="checkbox"/> | Audio Equipment (if not hired out, ie Pavlik) |
| <input type="checkbox"/> | Schedule for transportation (when to leave, who's in what car, etc.) |
| <input type="checkbox"/> | Map to get to Hearing location |
| <input type="checkbox"/> | Date Stamp |
| <input type="checkbox"/> | |