

County Coalition Public Meeting

Project Plan

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