

## PUBLIC INFORMATION & ENGAGEMENT WORKSHEET

Most City projects will involve some type of public information and/or engagement process. Even the smallest impact projects will have a basic level of public information that should be available to the community. Fill out the following worksheet to help determine the level of information or engagement that is appropriate for your project.

**Project:** \_\_\_\_\_ **Staff Lead:** \_\_\_\_\_ **Media Lead:** \_\_\_\_\_

**Departments Involved:** \_\_\_\_\_

**External Groups to Involve:**

Helena Citizen Council: \_\_\_\_\_

Advisory Boards/Committees: \_\_\_\_\_

Stakeholders: \_\_\_\_\_

Partner Agencies: \_\_\_\_\_

Other: \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **Expected End Date:** \_\_\_\_\_

**Brief Project Summary:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

## CHECKLIST

<i>Type of Involvement</i>	<i>Informational Tools</i>	<i>Engagement Tools</i>
Inform [provide information]	<input type="checkbox"/> Website <input type="checkbox"/> Project Map <input type="checkbox"/> Social Media <input type="checkbox"/> Media/Public Advisory <input type="checkbox"/> Utility Bill Inserts <input type="checkbox"/> Door Hangers	<input type="checkbox"/> Public Meeting(s) <input type="checkbox"/> Be Heard Helena <input type="checkbox"/> Q&A
Consult [obtain public feedback on decision(s)]	<input type="checkbox"/> Website <input type="checkbox"/> Project Map <input type="checkbox"/> Social Media <input type="checkbox"/> Media/Public Advisory <input type="checkbox"/> Utility Bill Inserts <input type="checkbox"/> Door Hangers	<input type="checkbox"/> Public Meeting(s) <input type="checkbox"/> Be Heard Helena <input type="checkbox"/> Survey <input type="checkbox"/> Polls <input type="checkbox"/> Ideas
Involve [obtain input for decision(s)]	<input type="checkbox"/> Website <input type="checkbox"/> Project Map <input type="checkbox"/> Social Media <input type="checkbox"/> Media/Public Advisory <input type="checkbox"/> Utility Bill Inserts <input type="checkbox"/> Door Hangers	<input type="checkbox"/> Public Meeting(s) <input type="checkbox"/> Be Heard Helena <input type="checkbox"/> Survey <input type="checkbox"/> Ideas <input type="checkbox"/> Guestbook <input type="checkbox"/> Stories
Collaborate [partner in all aspects of decision(s)]	<input type="checkbox"/> Website <input type="checkbox"/> Project Map <input type="checkbox"/> Social Media <input type="checkbox"/> Media/Public Advisory <input type="checkbox"/> Utility Bill Inserts <input type="checkbox"/> Door Hangers	<input type="checkbox"/> Public Meeting(s) <input type="checkbox"/> Be Heard Helena <input type="checkbox"/> Survey <input type="checkbox"/> Ideas <input type="checkbox"/> Stories <input type="checkbox"/> Places <input type="checkbox"/> Guestbook <input type="checkbox"/> Polls
Empower [public makes the decision(s)]		<input type="checkbox"/> Ballot (Election)