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# COMMUNITY ENGAGEMENT TOOLKIT

# TABLE OF CONTENTS

**3 OVERVIEW**

**5 GENERAL COMMUNITY  
ENGAGEMENT  
REQUIREMENTS**

**13 TYPES OF COMMUNITY  
ENGAGEMENT PLANS**

**17 FLYER TEMPLATE GUIDE**

**18 CHECK LISTS**



# OVERVIEW

This resource toolkit is focused on community engagement to support Project users management of Rebuild Projects. Rebuild has placed an emphasis on engaging with community members to make sure they're included in the process of improving their local park, recreation center, playground or library. The guidelines emphasize quality and effectiveness, process planning and designing engagement tailored to partial and complete Rebuild sites, level of

participation to be achieved, timeframe and inclusion of a range of community stakeholders affected by the project.

The extent to which community members feel engaged and are given meaningful opportunities to participate in Rebuild projects is directly tied to the long-term positive impact Rebuild will have in the community.

## **If Rebuild engagement efforts are successful they will result in:**

- Parks, recreation centers, and libraries that are improved in ways that better serve the needs of the community
- Strengthened relationship among community members, Rebuild sites, and Project Users
- Improved trust between communities and the City of Philadelphia

## **Rebuilds engagement with community members will:**

Focus on reaching out to residents to educate them about Rebuild and, when appropriate, provide them with meaningful opportunities to inform how their community facility is improved. This will take place at every Rebuild site and, for projects being managed by Project Users, be the responsibility of the Project User and its partners.

This resource toolkit is focused on project engagement, which will be the responsibility of Project Users managing Rebuild projects. The toolkit is intended to provide Project Users with resources and guidance to develop tailored, high-quality engagement plans for the projects they apply to work on. These plans must be described in a grant application, which must be approved before a Project User can begin work on a Rebuild project.

As a Project User, your organization already has experience with community engagement. We expect the guidelines in this toolkit to supplement your knowledge as you develop grant applications and work on Rebuild projects. The quality of proposed engagement plans will be considered when the Rebuild Office determines whether to recommend a grant application for approval and, if a grant application is approved, the Project User is expected to implement the approved community engagement plan for the project.

# COMMUNITY ENGAGEMENT PRINCIPLES

## 1. The Importance of Diversity

Stakeholders come from all segments of the community, including parents, youth, individuals, businesses, community-based organizations, and others. Participants have equal say in discussions, and feel they are respected and their views are welcomed, heard, and responded to. Special effort is made to enable normally marginalized, silent, or dissenting voices to meaningfully engage.

## 2. Early Community Participation

In order for community members to provide input and become educated on the subject at hand, they should be involved early in the planning process. Community members who join the discussion late into the project are given a breakdown of what has happened so far in the planning process so that everyone can have the same amount of knowledge as possible moving forward.

## 3. Engage and Acknowledge

Authentic community engagement is not about getting a community to “buy-in” to a decision that has already been made. It is about soliciting community input to inform local decision-making.

## 4. More Than One Meeting

While opinions can be developed quickly, it takes time over multiple meetings to form judgments that are based on a community’s value system and a solid understanding of the the specific project at hand. Community members are encouraged to remain involved throughout all community meetings.

## 5. Transparency and Trust

Be clear and open about the process, and provide a public record of the organizers, sponsors, outcomes, and range of views and ideas expressed.

## 6. Impact and Action

Ensure each participatory effort has real potential to make a difference, and that participants are aware of that potential.

# PROJECT TYPES

The following are general descriptions of three types of Rebuild projects. These definitions are not absolute, but are intended to provide a reference point for how to scale engagement efforts to the size and scope of a project.

## **Complete Overhaul**

Complete Overhauls will include significant renovations that improve all or most of a site. These types of projects create an opportunity to step back and re-imagine how the site could best be reconfigured, programmed, and used to meet community needs. Complete Overhauls should include broad and expansive outreach and provide the greatest opportunity to work with a wide range of community members.

See Complete Overhaul Community Engagement Plan on page 14

## **Partial Overhaul**

Partial Overhauls will include major renovations to one or more sections of a facility (e.g., gym, fields, play area, a discrete room or floor of the building, etc.), but won't be as extensive as a Complete Overhaul.

Like Complete Overhauls, these projects create an opportunity to step back and rethink how the site could best be used. However, because improvements will be limited compared to a Complete Overhaul, outreach and engagement will likely be more targeted. It will be important to manage expectations and make sure stakeholders have a clear understanding of the scope of the project, including budget limitations and what areas of the facility are not receiving improvements.

See Partial Overhaul Community Engagement Plan on page 16

## **General Upgrades**

General Upgrades are projects that, generally, do not necessitate broad community engagement. These projects may include upgrades that are functional and will be important improvements for users, but may not be visible or provide much opportunity for input. Examples of General Upgrades include improvements to things like roofs, boilers, security lighting, sidewalk improvements, etc.

See General Upgrades Community Engagement Plan on page 17

# DEVELOPING QUALITY ENGAGEMENT PLANS

## Quality engagement plans will effectively address the following:

- Identify the type of project (see “Project Types”) and appropriate level for engagement.
  - Articulate a general understanding of the surrounding community and usership of the site.
  - Articulate a strategy for engaging with residents.
  - Describe how the approach will reach targeted constituencies
  - Describe how the level of engagement is appropriately relative to the opportunities for community input based on the scope of the project.
  - Describe partners and why they will advance your engagement strategy (e.g., expertise, added capacity, familiarity with community, etc.).
- If applicable, acknowledge information already known about the community/project. Much of this information will be provided in the Site Information Packet.
  - Demonstrate how engagement plans will be additive and not redundant.
  - If applicable, specify which City agencies you’ll need to coordinate with, based on your understanding of the project.

## RECOMMENDATION 1

### Intentional partners and teams

Be intentional about who you partner with and the diversity of your team.

Especially for organizations with a city-wide focus or without a history of working in the neighborhood where a project is located, partnering with trusted community organizations is strongly encouraged. These organizations will be familiar with the neighborhood and important stakeholder groups, and will bring expertise of how best to reach and work with community members.

Additionally, Rebuild encourages Project Users to consider the diversity of your engagement Project Contractors and Subcontractors and their ability to relate to community members. This could be accomplished by creating meaningful partnerships with community groups and organizations or hiring residents to help carry out engagement activities.

Rebuild’s directory of interested partners is a resource to find local community partners for engagement.

## RECOMMENDATION 2

### Determine how much community input is appropriate

While every project should include some type of community outreach, opportunities for community input will vary from project to project. For example, for Partial or Complete Overhauls – projects making significant changes to a site – community input and involvement will be critical and the project will require more intensive engagement efforts.

However, many General Upgrade projects – such as a boiler replacement, roof maintenance, or playground resurfacing – will include functional repairs that are so limited in scope that they do not require

community input, and therefore most engagement should be focused on informing residents and stakeholders about the project and what to expect.

For these General Upgrade projects, Project Users may have the option to add a discrete amount to their proposed budget to deliver a community driven improvement to the facility. More information and guidelines will be provided to Project Users managing these types of projects.

Projects that have already been designed will also require less intensive community engagement.

## RECOMMENDATION 3

### Get familiar with what's going on in the community before starting

Before you begin engagement with residents and stakeholders, it's important to understand previous planning or engagement efforts that have taken place for the facility or within the immediate and surrounding neighborhoods. If there's relevant information that was collected through these efforts, it should be summarized and shared with community members to validate its accuracy and used to inform plans and design moving forward. This will help minimize "engagement fatigue" by avoiding redundancy with previous planning efforts.

When grant applications are released, and to the extent possible, Rebuild will provide information about engagement or planning efforts that are relevant to the project. However, Project Users are responsible for making sure you have all the information available before planning and launching your engagement effort.

# RECOMMENDATION 4

## Focus on key stakeholders first

At a minimum, every engagement and design effort should include conversations with the following stakeholders, each of which holds valuable information about how the site is used and how it could best be improved and who should be well-informed about the project:

### **Staff**

In addition to standard check-ins with the department staff from Parks and Recreation and Free Library of Philadelphia, Project Users should also build in time to speak with staff working in the facility, such as recreation leaders and librarians.

### **Community members that use or live near the facility**

For projects that call for community input, community members are important sources of information and expertise about how improvements can best serve their surrounding neighborhood. At a minimum, community members should be kept updated on what the scope, process, and status of a project is.

### **Friends Group or Advisory Council**

Most parks and libraries have a friends group and most recreation centers have advisory councils. These groups are made up of dedicated volunteers who support their sites through activities such as clean ups, programs, and fundraisers. The friends group or advisory council at a Rebuild site should be the first group of residents Project Users engage with.

### **Program providers**

To the extent they are known, organizations or individuals that will offer programming in the space being improved should be engaged to ensure that improvements can support and house the programs that will be offered.

Depending on the project, Project Users may also choose to reach out to other groups or organizations as part of engagement efforts. This could include:

- Community Development Corporations, NAC's, civic associations, other community-based organizations, service providers, or leaders
- Local businesses, business associations
- Religious congregations (e.g., mosques, churches, synagogues, etc.)
- Schools (students and staff), etc.

## RECOMMENDATION 5

### Value the expertise of community members

Each Project User managing a project will put together a team of experts (e.g., architects, engineers, contractors, etc.) to deliver projects. With Rebuild, it's imperative that Project Users also recognize the expertise that community members have about the realities of everyday life in their

community and how changes at the site may impact or be received by the neighborhood. This means listening, keeping an open mind, avoiding top-down approaches, and placing a high value on the input and expertise that community members can provide.

## RECOMMENDATION 6

### Understand who's in the community (e.g., demographics, culture(s), history, etc.)

Project users should have a general understanding of the demographics, socioeconomics, culture, and identity of the community. This information will inform the development and implementation of plans for both design and community engagement. Throughout the course of the project, this understanding may deepen.

#### General understandings may include:

- Understanding how to effectively conduct outreach (e.g., email and social media won't be an effective tool with groups that don't usually use it or don't have internet access, materials should be in languages spoken in the community, etc.)

- Understanding what existing community meetings or gathering spaces are popular and could be used to inform community members about the project or get community input – especially for community members who may not already be involved at the site but would like to be.

- Understanding how culture can be reflected

in improvements (e.g., public art can present opportunities to reflect history, experience, or civic pride of the neighborhood, etc.)

- Understanding how culture and diet should be respected when choosing snacks and drinks (e.g. people who are Muslim don't eat pork, people who are Jewish may require kosher food, always have a vegetarian option, provide healthy food options)

- Understanding that most community members will not understand industry lingo, so speaking in layman's terms is a must.

- Understanding that on flyers, a 6th-grade reading level is the most commonly understood level of reading. Creating flyers in other languages may be necessary for particular sites.

## RECOMMENDATION 7

### Accessible Activities

Make activities as welcoming and as accessible as you hope the improved facility will be.

Every community member should feel welcome in his or her neighborhood park, recreation center, and library. Similarly, engagement efforts should be open to anyone who would like to participate. If community members are going to feel welcome in the space after it's been improved, it's also important that they feel welcomed enough to participate in the process of improving it.

Community meetings are an important way to get information to community members and to receive their input, but they can sometimes have a high bar for participation. In addition to holding community meetings, think about other creative, fun, and inviting ways to reach different groups of residents to ensure that engagement efforts are inclusive and accessible.

## RECOMMENDATION 8

### Setting clear expectations

Be candid by setting clear expectations for the project and how community input will be used.

Establishing and building mutual trust with residents is important for any engagement effort, and being direct can help build and maintain trust with residents. Community engagement efforts should

set clear expectations about what resources are available, the scope of the project (including what will not be improved), how decisions will be made, and how community input will be documented and used. This will help manage the community's expectations for what level of changes they can expect.

## RECOMMENDATION 9

### Plan to share information back with the community

Any engagement effort that seeks the input of community members and stakeholders should also provide opportunities for community members to hear a summary of what has been shared so far and be given a chance to respond and validate the information.

Engagement and planning processes can often be iterative, and so some efforts may require multiple phases of collecting input, summarizing, and sharing back with community stakeholders before proposed improvements can be finalized. Periodic updates can also be shared on signs and bulletin boards at the site to update people who are unable to make it to meetings or do not use email or social media.

# RECOMMENDATION 10

## Decide which questions you want to answer through engagement

Especially for projects requiring planning and design, engagement efforts should be designed to answer a set of intentional questions to inform how improvements can be designed in ways that are community oriented, efficient, sustainable, and maintainable. Examples of questions you may consider addressing through engagement processes include:

- What are popular activities at the site? How is each section of the site being used, or not used?
- Who's using the site? Who's not using the site? Why?
- Are there specific priorities or past/current challenges facing the community? Is there a role for the site to help address these?
- What type of programming would users and the community like to see? Does the current space allow for that programming? How could improvements allow for more or better programs to be offered? How could improvements attract people of all ages and abilities?
- Are there challenges operating or maintaining the facility? Could improvements help address them?
- What is the experience like getting to the site? Is it accessible? Are there accessibility issues once you're in or on the site? Can they be addressed?
- What other civic assets (e.g., after school programs, schools, pre-Ks, health centers, PAL centers, KEY Spots) are located at or near the site? What relationship does and should the site have with those other assets? Could improvements make those relationships work better?
- Does our engagement plan acknowledge age, gender, cultural, socioeconomic and race diversity in the community?

This is not a comprehensive list of questions and all of them may not be appropriate for every project. However, these are examples of the types of questions Project Users may consider when developing your engagement strategy. What questions you focus on and how you go about gathering information will depend largely on the type of project, the scope of the project, and who you are trying to reach.

# COMMUNITY ENGAGEMENT REQUIREMENTS

For every Rebuild project, regardless of the depth of community input, Project Users shall arrange for at least three in-person community outreach efforts: A Kickoff meeting, one or two In-Progress meetings, and a Wrap-up and Summary meeting. These meetings can be community meetings convened by Project Users, Community Engagement Consultants, or standing meetings hosted by other community groups (e.g., civic association, advisory council, friends group, etc.) that have agreed to provide space on their agenda for a presentation/discussion of the Rebuild project. It is up to Project Users to determine what is most appropriate for each project. These outreach efforts must also be well publicized and should reach a broad cross-section of the community.

## Scheduling community events and meetings

Project Users should coordinate with the Rebuild Office, staff at the facility if the facility is staffed (Recreation Leader and District Manager for recreation centers or librarians for libraries), and the District Councilmember's office when scheduling community meetings and events. Project Users must provide no less than two weeks' notice for proposed community meetings; however, as much advance notice as possible is preferred.

To the extent possible, a representative of the Rebuild Office should be present at every community meeting or event. Philadelphia Parks and Recreation and Free Library of Philadelphia staff will attend community meetings and events as they are able or needed.

## Establish a point of contact for community members

Rebuild Community Engagement Consultants or Project User staff will serve as the Rebuild point of contact for community members. The contact information for this individual should be shared at meetings and in materials so community members know who to contact with questions or input if they were not able to attend or did not feel comfortable speaking at a community meeting.

## Sign-in sheets

Project Users shall collect information about who attends each meeting and share this information with the Rebuild Office. For every community meeting, the Project User must use the standard Rebuild sign-in sheet as provided by the Rebuild Office.

## Reporting

After each community event or outreach activity, Project Users shall submit a report to the Rebuild Office that includes the following information as part of the monthly reporting requirement. (see Rulebook):

- Sign-in sheets
- Meeting minutes and/or summary of activities
- Summary of any additional data that was collected
- Next steps

This information should be included in all monthly reports to the Rebuild Office; see also the Project Meetings, Milestones, and Reporting Requirements and File Maintenance and Controller's Office Reviews sections of the Rulebook.

# COMPLETE OVERHAUL COMMUNITY ENGAGEMENT PLAN

Complete Overhauls will include significant renovations that improve all or most of a site. These types of projects create an opportunity to step back and re-imagine how the site could best be reconfigured, programmed, and used to meet community needs. Complete Overhauls should include broad and expansive outreach and provide the greatest opportunity to work with a wide range of community members.

## Meetings Overview

### Kickoff Meeting

This is an opportunity for:

- Project Users and project partners to introduce themselves to the community and key stakeholders
- Communicate what types of improvements can be made (e.g., set expectations)
- Get community input on what improvements they hope for
- Share the proposed timeline and phases of the project
- Communicating how the community can expect to be involved
- Rebuild Office give a brief (5-10 min) overview of the Rebuild program

\*\* It is important to communicate during this meeting that the community will be involved throughout the design process. This empowers community members to take ownership of the facility once it is rebuilt.

### In-Progress Meetings

These meetings are an opportunity to follow up with community members. Show them what updates have been made to project plans and designs. Provide opportunities for community members to give input on details of the project.

#### Suggested Topics for In-Progress Meetings:

- Updates to the initial designs presented at Kickoff Meeting in order to show that Rebuild and Project Users are implementing community input as much as possible
- Community choosing design details, materials, colors, etc. for upgrades
- Community involvement in any of the construction, painting or decoration of facility

### Wrap up and Summary Meeting

This is an opportunity to mark the formal end to the project and share with the community what's been done. For larger projects, this can take the form of a ribbon cutting or re-opening of the site.

Most projects will require additional meetings, events, and other engagement methods to get input, validate community feedback, and share proposed designs with members. The Project User shall comply with its Community Engagement Plan.

## COORDINATION WITH PERCENT FOR ART PROJECTS

The purpose of the Percent for Art program is to incorporate works of art into large construction or renovation projects funded wholly or in part by the City.

Consistent with the goals of the Percent for Art program, Rebuild projects with construction work estimated at \$1 million or more will have

a Percent for Art Project. If a project qualifies for a Percent for Art Project, the Project User shall ensure that staff of the Percent for Art Program are afforded the opportunity to attend and observe community engagement activities of the project.

### Percent for Art Program staff must be:

- Given reasonable notice of community engagement meetings, events and activities
- Given the opportunity to describe the Percent for Art program at meetings and events
- Invited to planning and progress meetings
- Provided with data and documents that are produced through the community engagement process, such as meeting minutes, survey results, and reports.

Integration of Percent for Art Program staff in the community engagement process is required so that the Call for Interest or RFQ developed for the Percent for Art project will be informed by and aligned with the Project User project to the greatest extent possible. More information about the Percent for Art Program is provided in the Design Phase Requirements section and in the Design Process section of the Resource Guide.

More information about the program is available in Executive Order 08-14, available at <https://www.phila.gov/ExecutiveOrders/Executive%20Orders/EO%20814.pdf>.

# PARTIAL OVERHAUL COMMUNITY ENGAGEMENT PLAN

Partial Overhauls will include major renovations to one or more sections of a facility (e.g., gym, fields, play area, a discrete room or floor of the building, etc.), but won't be as extensive as a Complete Overhaul.

Like Complete Overhauls, these projects create an opportunity to step back and rethink how the site could best be used; however, because improvements will be limited compared to a Complete Overhaul, outreach and engagement will likely be more targeted. It will be important to manage expectations and make sure stakeholders have a clear understanding of the scope of the project, including budget limitations and what areas of the facility are not receiving improvements.

## Meetings Overview

### Kickoff Meeting

This is an opportunity for:

- Project Users and project partners to introduce themselves to the community and key stakeholders
- Communicate what types of improvements can be made (e.g., set expectations)
- Get community input on what improvements they hope for
- The proposed timeline and phases of the project
- Communicating how the community can expect to be involved
- Rebuild Office give a brief (5-10 min) overview of the Rebuild program

\*\* It is important to communicate during this meeting that the community will be involved throughout the design process. This empowers community members to take ownership of the facility once it is rebuilt.

### In-Progress Meetings

In-Progress Meetings -- These meetings are an opportunity to follow up with community members. Show them what updates have been made to project plans and designs. Provide opportunities for community members to give input on details of the project.

#### **Suggested Topics for In-Progress Meetings:**

- Update to any initial designs presented at Kickoff Meeting to show that Rebuild and Project Users are implementing community input as much as possible
- Community choosing design details, materials, colors, etc. for upgrades
- Community involvement in any of the construction, painting or decoration of facility

### Wrap up and Summary Meeting

This is an opportunity to mark the formal end to the project and share with the community what's been done. For larger projects, this can take the form of a ribbon cutting, re-opening of the site.

Most projects will require additional meetings, events, and other engagement methods to get input, validate community feedback, and share proposed designs with members. The Project User shall comply with its Community Engagement Plan.

# GENERAL UPGRADES COMMUNITY ENGAGEMENT PLAN

General Upgrades are projects that, generally, do not necessitate broad community engagement. These projects may include upgrades that are functional and will be important improvements for users, but may not be visible or provide much opportunity for input. Examples of General Upgrades include improvements to things like roofs, boilers, security lighting, sidewalk improvements, etc.

Managing expectations for these projects will be vital. These projects will require at least one community meeting to let community members know what is being improved and when the project will be completed.

## Meetings Overview

### Kickoff Meeting

This is an opportunity for:

- Project Users and project partners to introduce themselves to the community and key stakeholders
- Communicate what types of improvements can be made (e.g., set expectations)
- The proposed timeline and phases of the project
- Communicating how the community can expect to be involved
- Rebuild Office give a brief (5-10 min) overview of the Rebuild program

### Wrap up and Summary Meeting

This is an opportunity to mark the formal end to the project and share with the community what's been done. For General Upgrades, this may be a simple presentation and report-out of what's been completed and accomplished.

# FLYER TEMPLATE GUIDE

Project Users should develop flyers and other collateral materials for community outreach purposes. The Rebuild Office will provide Project Users with electronic templates for flyers and other collateral materials describing the program (e.g., overview of Rebuild, PHL Pipeline, information for vendors, etc.). Project Users can also design their own collateral materials for specific projects. If Project Users choose to design their own materials, they should consult with the Rebuild Office to ensure consistency and accuracy of messaging as it relates to the program. Written and printed materials should:

- Include the Rebuild logo and be consistent with Rebuild style guidelines
- Use inclusive and accessible language; the City’s writing guidelines can be used as a resource (<https://standards.phila.gov/guidelines/content/our-writing-style/>)
- Be produced in languages prevalently used in the community (the Rebuild Office may be able to assist with translation on a case by case basis)

The flyer template is divided into three main color-coded sections: a yellow header, a blue middle section, and a green footer.

**Yellow Header:** Contains the text "COUNCIL LOGO/ partner logo (if applicable)" on the left, three circular icons (a globe, a tree, and a person) in the center, and the Philadelphia Parks & Recreation logo on the right. Below these elements is the text "EVENT TITLE" in large, bold, white letters.

**Blue Middle Section:** Contains the text "When:" and "Where:" on the left side. On the right side, there is a large rectangular box with a black border, labeled "Event or site photo".

**Green Footer:** Contains the text "INVITATION LANGUAGE (e.g. 'COME JOIN US!)" in large, bold, white letters. Below this is the text "[Information about event, activities, project, etc." in a smaller white font. At the bottom right corner, the website "rebuild.phila.gov" is listed.

# MEETING OUTREACH CHECK LIST

## 4-8 Weeks Out:

- Plan what the meeting is about and what partners are involved in running the meeting
- Invite Percent for Art to meeting if applicable
- Ensure all partners are available to attend the meeting
- Ensure that the meeting date is a good date for community attendance
- Make sure the meeting space is available

## 2-4 Weeks Out:

- Design flyer, send to Rebuild.
- Distribute the flyer via email to community groups no less than 1 week before the meeting and instruct them to distribute the flyer to their members and networks no less than 3 days before the meeting. Community groups can include but are not limited to:
  - Hosting community group (Rec Center or Library)
  - Neighborhood civic groups
  - Local CDC
  - Block Captains
  - Local Police District Community Liaison

### Post the flyer at:

- The Rebuild site- inside and out if possible
- Local shops and neighborhood hubs
- Block Captains

## 3-5 Days Out:

- Flyer neighborhood. Project User and hosting community group should flyer the houses within a 3 block radius around the Rebuild site. When flyering with youth, always have one adult (over 21 years old) actively flyer alongside every group of 2-3 youth.

## 1-3 Days Out:

- Print all meeting materials; worksheets, hand-outs
- Gather all meeting materials such as pens, post-its, stickers, pens, etc.
- If possible, set the room up for the meeting in advance and test A/V equipment

## Day Of Event:

- If unable to set up the room in advance, arrive early to do so
- Lead Meeting
- Afterwards, celebrate and get feedback from co-facilitators and participants

## Post-Event:

- Send follow-up to attendees and partner organizations to thank them for helping make the meeting happen
- Submit a full report to Rebuild office according to the monthly reporting requirements.

# COMMUNITY MEETING CHECK LIST

## Two weeks prior to the meeting:

- Email meeting agenda to Rebuild for approval
- Email meeting flyers to Rebuild for approval

## One week prior to the meeting:

- Send meeting notification emails to Rebuild meeting attendees who've shared emails on sign in sheets (attach Rebuild approved flyer)
- Host a preparation meeting or meetings to review agenda and meeting content or instructions
- Print handouts, boards, etc.
- Confirm meeting venue, chairs, tables, etc.

## Decide meeting roles:

- Main facilitator(s)
- Small group leaders
- Time keeper
- Floater and troubleshooter(s)
- Note taker
- Audio/Visual point person

## Day of the meeting:

- |   |   |
|---|---|
| <input type="checkbox"/> Agendas                | <input type="checkbox"/> Sign-In Sheets                       |
| <input type="checkbox"/> Handouts               | <input type="checkbox"/> Pens / Pencils                       |
| <input type="checkbox"/> Survey / Assessment    | <input type="checkbox"/> PowerPoint Presentation              |
| <input type="checkbox"/> Projector and Computer | <input type="checkbox"/> Projection Screen                    |
| <input type="checkbox"/> Extension Coards       | <input type="checkbox"/> Power Strip                          |
| <input type="checkbox"/> Tape                   | <input type="checkbox"/> Markers                              |
| <input type="checkbox"/> Easels                 | <input type="checkbox"/> Flip Charts Pads or Posters          |
| <input type="checkbox"/> Art related materials  | <input type="checkbox"/> Glue                                 |
| <input type="checkbox"/> Microphone / Speakers  | <input type="checkbox"/> Small Group Facilitator Instructions |

# COMMUNITY ENGAGEMENT CHECK LIST

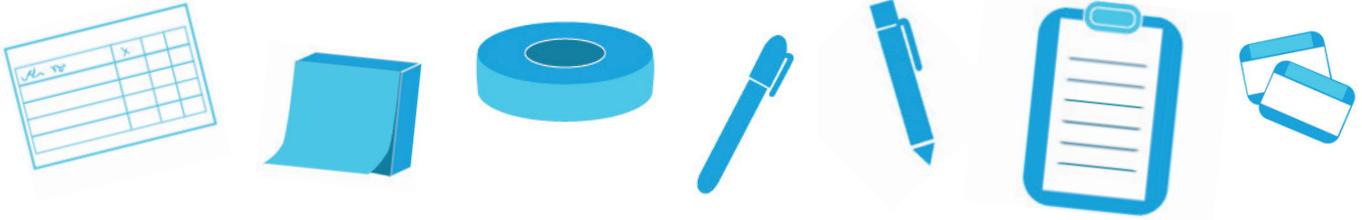
## Project Users should coordinate with the following people in order to plan meetings:

- Community Engagement Consultant or staff member
- Rebuild Office
- Staff at Rebuild site facility (Rec Leader, District Manager, Librarians)
- District Councilmember's office

## People who should attend meetings:

- Community Engagement Consultant
- A representative from the Rebuild Office
- Philadelphia Parks and Recreation and Free Library of Philadelphia staff as needed or able
- Members of Friends groups for specific Rebuild site
- General community members
- Youth - or engage them at a separate time

# MEETING MATERIALS CHECK LIST



## For Facilitators:

- Presentation Notes
- Computer
- Projector A/V Connector Cables
- Wi-Fi Access if necessary
- Speakers if necessary
- Microphone if necessary
- Flip Chart Paper (1 pad)
- Markers (1 set)
- Tape and Glue (1 set)
- Scissors (1 pair)
- Loose paper (5-10 sheets)
- Colored Dot Stickers (3 sheets)

## For Participants:

- Sign-In Sheets
- Post-It notes or index cards (1-2 per person)
- Markers (1 per person)
- Printed Worksheets (1 per person)
- Pen/Pencil (1 per person)
- Name Tags (1 per person)
- Snacks and Beverages

## Ideal Room Set Up

### Projector Screen/Presentation

