TOOL 13 – PUBLIC FORUM CHECKLIST

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| VENUE / INFRASTRUCTURE | | | | | | | | | | | | |
|  | | | | | | | | | | | | |
| *Expected number of participants* | | Fewer than 20 | | From 20 to 50 | | | From 50 to 100 | | | | More than 100 | |
| *According to the above* | | Local community center hall | | Small municipal hall | | | Large municipal hall | | | | Larger venue – sports hall or other multifunctional space | |
| *Accessibility of the venue for all categories* | | Accessible | | | Not accessible | | | | | Partially (resolvable) | | |
| *Available parking* | | Yes | | | No | | | | | Partially (resolvable) | | |
| *Accessible restroom* | | Yes | | | No | | | | | Partially (resolvable) | | |
| *Sign language interpreter* | | Yes | | | | | | No | | | | |
| *Public notices in Braille and/or audio format* | | Yes | | | | | | No | | | | |
| *Cleaning of the venue* | | Yes | | | | | | No | | | | |
| *Technical equipment testing* | | Yes | | | | | | No | | | | |
| *Heating / air conditioning* | | Yes | | | | | | No | | | | |
| RESOURCES | | | | | | | | | | | | |
| *Experts* | Which professionals need to be engaged? | Public hearing facilitator | Security personnel | | | Note-taker / Recorder | | | Public information service | | | Volunteers  Number \_\_\_\_\_ |
| Technical staff for audio / video recording |  | | |  | | |  | | |  |
| *Documentation* | What do we need for the implementation of activities? | Video and audio recording | Sound system | | | Presentation(s) | | | Name and title tags for presenters | | | Public forum rules  Qty: \_\_\_\_ |
| Attendance sheets  Qty: \_\_\_\_ | Comment forms    Qty: \_\_\_\_ | | | Evaluation forms    Qty: \_\_\_\_ | | |  | | |  |
| *Media coverage* | Which media can report on the planned activities? | Local radio and TV stations | Cantonal radio and TV stations | | | National and regional radio and TV stations | | | Web portals  Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | Social media  Specify: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |