

TOOL 13 – PUBLIC FORUM CHECKLIST

VENUE / INFRASTRUCTURE						
<i>Expected number of participants</i>	Fewer than 20 <input type="checkbox"/>	From 20 to 50 <input type="checkbox"/>	From 50 to 100 <input type="checkbox"/>	More than 100 <input type="checkbox"/>		
<i>According to the above</i>	Local community center hall <input type="checkbox"/>	Small municipal hall <input type="checkbox"/>	Large municipal hall <input type="checkbox"/>	Larger venue – sports hall or other multifunctional space <input type="checkbox"/>		
<i>Accessibility of the venue for all categories</i>	Accessible <input type="checkbox"/>		Not accessible <input type="checkbox"/>		Partially (resolvable) <input type="checkbox"/>	
<i>Available parking</i>	Yes <input type="checkbox"/>		No <input type="checkbox"/>		Partially (resolvable) <input type="checkbox"/>	
<i>Accessible restroom</i>	Yes <input type="checkbox"/>		No <input type="checkbox"/>		Partially (resolvable) <input type="checkbox"/>	
<i>Sign language interpreter</i>	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
<i>Public notices in Braille and/or audio format</i>	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
<i>Cleaning of the venue</i>	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
<i>Technical equipment testing</i>	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
<i>Heating / air conditioning</i>	Yes <input type="checkbox"/>			No <input type="checkbox"/>		
RESOURCES						
<i>Experts</i>	Which professionals need to be engaged?	Public hearing facilitator <input type="checkbox"/>	Security personnel <input type="checkbox"/>	Note-taker / Recorder <input type="checkbox"/>	Public information service <input type="checkbox"/>	Volunteers <input type="checkbox"/> Number _____
		Technical staff for audio / video recording <input type="checkbox"/>				
<i>Documentation</i>	What do we need for the implementation of activities?	Video and audio recording <input type="checkbox"/>	Sound system <input type="checkbox"/>	Presentation(s) <input type="checkbox"/>	Name and title tags for presenters <input type="checkbox"/>	Public forum rules <input type="checkbox"/> Qty: _____

		Attendance sheets <input type="checkbox"/> Qty: ____	Comment forms <input type="checkbox"/> Qty: ____	Evaluation forms <input type="checkbox"/> Qty: ____		
<i>Media coverage</i>	Which media can report on the planned activities?	Local radio and TV stations <input type="checkbox"/>	Cantonal radio and TV stations <input type="checkbox"/>	National and regional radio and TV stations <input type="checkbox"/>	Web portals <input type="checkbox"/> Specify: _____	Social media <input type="checkbox"/> Specify: _____