

Event Checklist

Project Item Number: 8-59

County and Route: Pulaski, New Route

Project Description: Somerset Northern Bypass is a 4-lane, limited access highway that will alleviate congestion in and around Somerset. The bypass extends from the Louie B. Nunn Parkway west of Somerset and heads north bypassing Somerset. It then intersects with KY 80 east of Somerset in the Barnesburg community.

Project Manager Contact information (Cabinet): David Beattie, (606) 677-4017

Project Manager Contact Information (Consultant): Mike Bruce (Design) and Paul Biggers (Environmental) both of JDQ, (859) 277-3639

Other contacts: Cathi Blair, Environmental Coordinator, (606) 677-4017

Approximate dates: 2000 to present

Comments (number of people reached, effectiveness of the technique, what you would do differently, etc.): This was created by D12. It is extremely helpful for people who are not used to planning public meetings.

Public Involvement Event Checklist

Highway District 8

Name of Event: _____ Location: _____

Day and Date of Event: _____ Time: _____ Coordinator: _____

Local Community or Facility Contact Information: _____

District 8 and consultant staff expected to attend event:

Facilities Arrangements (check all that apply; write name of person responsible on line)

- Registration Table _____
- Tables and Chairs _____
- Wall maps and/or table maps _____
- Easels _____
- Wall signs and table tent signs _____
- TV/VCR/Computer _____
- Chairs _____
- Handouts _____
- Photographer _____
- Videographer _____
- Sound system _____
- Lectern/Podium _____
- Env. Documents _____
- Keys to facility _____
- Other _____

Advance Publicity (check all that apply)

- Letters of Invitation _____ To Whom: _____

- Legal Notice (if required) or ads _____ • Which paper(s)? _____

- Press Releases _____
- Preparation of art/maps for print media (.jpg files only) _____
- Posters/signs _____ • Website announcement _____
- Flyers _____ • In-House Email _____
- Radio announcements _____ • Cable TV Bulletin Boards _____
- Other _____

Post-Event Activities

- News Story/Photos generated for local media and/or Konnection _____
- Thank you notes to community people who helped or facility managers: _____
List people who should receive a thank you letter _____

