

<b>ROP PUBLIC HEARING SUPPLIES CHECKLIST</b>	
<b>Public Hearing for :</b>	
<b>Hearing Date:</b>	
	Attendance Cards
	Pencils - make sure all are sharpened
	Nameplates for Decision Maker and Hearings Officer
	Staff Reports, Draft ROP, other handouts
	Question and Answer Document (if applicable)
	Site Map - Poster Size
	Scotch Tape
	Masking Tape
	Signs -" EGLE Public Hearing" (direction arrow drawn in at site)
	Signs -" Questions - Staff Available in ..."
	Paper Tablet - sometimes public wants to write comments at the hearing
	Post it Notes
	Staff Nametags
	Marker for drawing arrow on direction sign
	Paper Clips
	Audio Equipment (if not hired out, ie Pavlik)
	Schedule for transportation (when to leave, who's in what car, etc.)
	Map to get to Hearing location
	Date Stamp