

Community Outreach and Engagement: Community Meeting Agenda Template

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About: This template can help your team plan and facilitate an inclusive, community-oriented meeting that centers local voices, builds trust, and fosters meaningful participation. This template ensures that the meeting meets community members where they are and gathers community input to develop and maintain long-term community investment in your proposed project or program.

Usage Description: This template can be followed to create an inclusive Community Meeting to spark community engagement for a CCRH (Clean Energy Community Resilience Hub) project.



Community Meeting Guide Template

Objective:

Help your team plan and facilitate an inclusive, community-oriented meeting that centers local voices, builds trust, and fosters meaningful participation. This template ensures that the meeting meets community members where they are and gathers community input to develop and maintain long-term community investment in your proposed project or program.

Follow each step, answering each bullet point with your information

Step 1: Meeting Preparation:

- Meeting Purpose:
 - What is the core goal of this meeting? (Recommendations: gather feedback, build community relationships, tour a site together)
- Target Audience:
 - Recommendations: Residents, neighborhood leaders, nonprofit partners, local officials, and potential funders
- Key Messages:
 - What do you want people to walk away understanding?
 - Recommendations:
 - This project is being shaped by the community, for the community
 - Community priorities are central to project planning and design
 - There are real opportunities to influence how the hub takes shape
 - The hub will deliver lasting local benefits
- Materials to Prepare:
 - Recommendations:
 - Agenda handouts written in plain language
 - Visual slides that reflect community voices and context
 - Project summary that includes how community input has shaped the effort so far
 - Photos/maps of the site and surrounding neighborhood
 - Speaker bios, especially highlighting community members
 - Feedback forms or interactive boards

Step 2: Agenda Structure & Flow

Use this sample structure and adapt as needed:

Agenda Item	Description	Duration
4/07/2025		1



Community Meeting Guide Template

Site Tour	Walkthrough of the community center and/or project site. Highlights current conditions and potential upgrades.	15 min
Introductions	Welcome remarks and recognition of partners and attendees.	5 min
Funding Overview	Overview of relevant legislation or funding opportunities. Frame as an opportunity for community-driven investment.	10 min
Community Voice Setting the Stage	Presentation on how funding or support would improve local conditions. Use a strong community voice. Brief remarks from community leaders or residents about local needs, hopes, or challenges.	15 min
Sustainability Goals	Explain how the project fits into long-term climate resilience or equity strategies. Highlight how the project supports neighborhood climate goals. Use local stories and community-driven data.	10 min
Resilience Hub Presentation	Describe the hub model, components, co-benefits, and opportunities for community partnership. Emphasize flexibility, co-benefits, and opportunities for community partnership.	15 min
Discussion/Feedback	Open the floor for comments and questions.	[Rest of Time]

Step 3: Speaker Coordination

- Identify lead facilitator (Project lead, Executive Director, Community Liaison)
- Confirm speakers and their topics:
 - Legislative partners
 - Community representatives
 - Sustainability or design experts
- Provide each speaker with clear time limits and focus areas

Step 4: Logistics & Outreach

- Location: Choose a meaningful, accessible site (the proposed project site or local community center)



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- Date/Time: Align with community member's schedules; provide early notice
- Invite List: Residents, neighborhood associations, elected officials, nonprofit leaders, youth groups, schools, and the press
- Promotion: Flyers, email invites, social media, community boards

Step 5: After the Meeting

- Follow-Up Communication:
 - Send a thank-you email, share meeting notes and next steps
- Documentation:
 - Save agenda, speaker notes, attendance list, and community feedback
- Integration:
 - Use insights to shape project design, funding proposals, or further engagement events

Step 6: Contact Information

- Facilitator Name & Organization
- Primary Contact for Questions or Comments
- Email & Phone Number