

Council meeting preparation plan

Prepare for a public meeting with verified information, one clear question, and a follow-through plan. Use the official public body as the source for dates, access, agendas, and participation rules.

01 Set your direction

Public body and agenda topic

Meeting date and time

Official notice or agenda URL and date checked

02 Separate the public record from your question

Use neutral wording. Record what the agenda or supporting material actually says, then note what remains unclear.

Relevant agenda item and verified facts

My question, comment, or requested clarification

03 Check before you act

- ☐ I rechecked the official date, time, location, and access details.
- ☐ I checked the current agenda and any posted revisions.
- ☐ I checked comment, registration, and accessibility request rules.
- ☐ I kept unsupported claims and private personal details out.

Participation method and what I need to prepare

Before attending: check the official notice again. Afterward, distinguish your notes from any approved minutes or official decision.

Your next three actions

Write a specific step, give it an owner and due date, and decide what evidence will show it is done. Keep sources and references short and public-safe.

1 Verify the latest official notice and participation details

Owner**Due date****Completion evidence or source reference**

2 Prepare one clear question or concise comment

Owner**Due date****Completion evidence or source reference**

3 Check the official outcome and choose a follow-up

Owner**Due date****Completion evidence or source reference**

04 Review and decide

Review date**What was confirmed, and what still needs an official source?**☐ Done☐ Adjust the plan☐ Verify or follow up**My next follow-up and the official route I will use**

CONTINUE WITH NAVIGATOR

Start with the meeting hub | <https://navigator.riddickandcollc.com/meetings>

Explore connected resources | <https://navigator.riddickandcollc.com/resources>

Open the optional member lab | <https://navigator.riddickandcollc.com/account#lab>

Reopen this resource path: <https://navigator.riddickandcollc.com/resources/plans?goal=meeting>

Blank planning worksheet. Fill locally; do not enter confidential information. Download before editing; PDF viewer support varies.