**PUBLIC MEETING**

[INSERT PROJECT NAME HERE] [INSERT DES/CONTRACT # HERE]

**Insert meeting date, time**

[Insert meeting location]

**About the Project**

[Insert a 1-2 sentence brief description about the project and the intent of the project, including location and planned improvements.]

The purpose of the [insert date] public meeting is to discuss the project and proposed improvements with the community, answer questions, and gather community input before making decisions. A presentation will begin at [insert time], with a question-and-answer session and open house to follow.

Following the meeting, copies of meeting materials and any anticipated traffic impacts associated with the project will be posted on the project website at [insert website here].

Comments are welcome any time, but those received by **[insert date]**, will be formally documented.

**Project Area**

Insert picture here of the project area.

**Add QR code here**

**(optional)**

**For more information, please contact the following:**

**[Insert name, title]**

**[email@indot.IN.gov, XXX-XXX-XXXX]**

*Individuals who may require interpretation or translation services or a reasonable accommodation to participate in this meeting should contact [insert name], [phone number] or* [*[insert email]@indot.IN.gov,*](mailto:Jennifer.Gasser@dot.ohio.gov) *no later than 15 calendar days prior to the public meeting. Public participation is solicited without regard to race, color, sex, age, national origin, or disability.*