

Planning for Informational Meetings
Tool 11
Informational Meeting Agenda Sample

Title

Public Meeting for
Proposed Revision of the Solid Waste Facility Permit
Frank R. Bowerman Landfill

April 1, 2004 – 2:30 p.m.

**Date and Time
of meeting**

AGENDA

**Use general
topic headings**

1. Introductions
2. Purpose of the Public Meeting
3. Existing Permit or Existing Conditions
4. Proposed New/Revised Permit
5. Next Steps
6. Comment/Questions

**Leave space
for notes**