

Meriden City Center Initiative Advisory Group

Advisory Group Representative's Suggestions for Outreach

1. Host an informational program for your constituents
 - Invite your constituents to an "Update Meeting" on the City Center Initiative, in which you review the issues being discussed and solicit input and feedback;
 - To have MCCI staff speak to your constituency, see the draft "Policy on MCCI Presentations to Outreach Sessions" below;
 - If you work with a constituency which meets regularly, add a short "Update on the City Center Initiative" to the regular agenda.
2. Post presentation summaries, articles from the Meriden Record-Journal, and updates on bulletin boards, shop windows, etc.;
3. Distribute and post flyers advertising meeting dates and times;
4. Encourage constituents to attend CCAG meetings for observation and input during the public comment period;
5. Provide contact information for yourself to your constituents and encourage them to contact you with comments, ideas, and suggestions;
6. Talk to people – take time to visit with your constituents and engage them in conversation about the City Center Initiative;
7. Post the City Center Initiative Web Site and encourage constituents to visit and download materials and updates.

Where to Make Copies of Flyers and Other Information:

(Please call in advance)

- Greater Meriden Chamber of Commerce:
3 Colony Street, Suite 301, Meriden, CT 06451 Tel: (203) 235-7901
- John L. Prentis & Co.:
35 Pratt Street, Meriden, CT 06450 Tel. 203-634-1266

Meriden City Center Initiative Advisory Group

Draft "Policy on MCCI Presentations to Outreach Sessions"

The MCCI Project Team will, when available, provide the speaker(s) to present an overview of the City Center Initiative, progress of Phase 2 planning, and answer questions, under the following circumstances:

1. The event must be hosted, planned and organized by the requester, a member or alternate of the City Center Advisory Group (hereinafter referred to as the "Organizer").
2. The venue/location for the event must comfortably accommodate a suitable number of attendees (preferably over 50 person capacity in seated environment) with adequate Public Address System to allow for the Presenters to be heard. Presenters would also need a table for an overhead projector, a screen or appropriate surface, and a power supply for a Computer and Projector.
3. The Program must be promoted by the Organizer to ensure highest reasonable attendance by it's stakeholder community (including, but not limited to, Public Service Announcement released to the Record-Journal Publications in advance of the meeting; POSTING of an event Flyer at City Hall, Meriden Public Library, Friends of the Library Bookstore, Greater Meriden Chamber of Commerce office and any other location deemed appropriate). The MCCI team will also post the event on it's website and in all subsequent communication's outlining CCAG Meeting Dates.
4. The Program must be open to the public.
5. The Program duration will be a minimum of 10 minutes, and a maximum of 50 minutes, to be broken down with a 5-10 minute introduction by the Organizer, a 15-20 minutes MCCI Presentation and the balance of the time for Question and Answer.
6. The Goal of the Presentation will be to inform the attendees about MCCI and CCAG and to encourage subsequent attendance at the remaining CCAG meetings.