

COMMUNITY MEETING CHECKLIST

A practical before, during, and after guide for participating in a public meeting

You do not need to be an expert to participate. Start by understanding what decision is pending, choose the issue most important to you, and ask for a specific fact, document, or next step.

PROJECT OR LOCATION

MEETING DATE / TIME

PUBLIC BODY OR AGENCY

DECISION STATUS

BEFORE THE MEETING

FIND THE DECISION — NOT JUST THE MEETING

Confirm the purpose

Is this informational, a formal public hearing, a recommendation, or the final vote?

Read the core record.

Start with the agenda, staff report, application, and the full buildout site plan. Note the public-comment rules and deadline.

Choose one or two priorities.

Focus on what matters most to you, such as water, energy, nearby impacts, public costs, or enforceable commitments.

Prepare a short comment.

Write it down and bring a copy. If written comments are accepted, submit yours through the official channel as well.

DURING THE MEETING

LISTEN FOR SPECIFICS AND MAKE A CLEAR REQUEST

Use a simple structure.

Who you are → what you understand → your question or concern → the information or action you are requesting.

Ask for something verifiable.

A number, study, permit condition, responsible party, public report or date is more useful than a general assurance.

Separate promises from requirements.

Note whether a statement is an aspiration or is documented in a permit, zoning condition, contract or development agreement.

Record names and next steps.

Write down who answered, what was committed, whether a vote occurred and the next meeting or comment deadline.

AFTER THE MEETING

TURN PARTICIPATION INTO FOLLOW-THROUGH

Save the record.

Keep your comment, meeting materials, notes and links together. Review the minutes or recording when available.

Follow up in writing.

Thank the appropriate contact, restate any unanswered questions, and request the promised document or response.

Track the next decision.

Sign up for agendas and notices. Approval may be followed by permits, site plan changes, reports, or enforcement decisions.

Share what you learned.

Send the official record and the full toolkit to neighbors and local leaders so everyone is working from the same information.

THE THREE THINGS YOU WILL WANT LATER

CAPTURE BEFORE YOU LEAVE

DECISION OR OUTCOME

COMMITMENT OR UNANSWERED QUESTION

NEXT DATE / ACTION / CONTACT

GO DEEPER

Use the complete Georgia Data Center Toolkit for plain-language guidance on energy, water, public health, economic impacts, approvals, and the questions communities can ask. [DrawdownGA.org/data-centers](https://drawdownga.org/data-centers)

Drawdown Georgia does not take a position for or against any specific project. The toolkit is designed to support informed, community-centered decision-making.