**PUBLIC MEETING**

**[INSERT PROJECT NAME]**

**[Insert weekday, Month XX, 2023]** • **[Insert time]**

**[Insert street address, City, IN, zip code]**

[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.

The presentation will begin at [insert time], with a question-and-answer session and open house to follow. Anyone needing special meeting assistance should call [insert phone number] by [insert date]. Following the meeting, a recording of the presentation and discussion session will be posted on the website at [insert hyperlink here] with copies of the meeting materials.

Questions and comments may be submitted on the project website and by mail, email, or phone. Comments received by **[insert date]**, will be compiled and posted on the website.

**PROJECT AREA**

Insert picture here of the project area. (Optional)

**CONTACT**

[Insert name], Project Manager

[Insert Email@indot.IN.gov](mailto:Insert%20Email@indot.IN.gov) • (XXX) XXX-XXXX

**LEARN MORE ONLINE**

[Insert project email]

*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.*