

Virtual Community Meeting Quick Start Guide

This quick start guide can be used as a step-by-step template to help project teams set up their virtual community meeting, including internal coordination, community promotions, during and after meeting duties. The below is best done in chronological order. Additional information and resources can be found on the [Public Affairs SharePoint page](#). For questions, contact Stephanie Yates, Engagement Coordinator at Stephanie.Yates@cityofdenton.com or by phone at (940) 349-8116.

Community Meeting Setup and Overview

Forms, Templates, and Resources

Click on hyperlinks to view files

1

Schedule and Coordination

Submit VCM form and schedule webinar in department Zoom account.

1. [Complete VCM form](#) to confirm date and time
2. [Setup webinar in department Zoom account and add City staff as panelists](#) (Contact Tech Services if you are unaware of your department Zoom credentials)

2

Community Meeting Promotion

For most community meetings, notices are mailed to residents to notify them of the meeting, among other promotion efforts. Departments can refer to the virtual community meeting notice template and print services guidelines. Additional promotion efforts will be completed by Public Affairs as requested in the completed VCM form.

- [Virtual Community Meeting Notice Template](#)
 - [Print Services Guidelines](#)
- Mailing lists for community meetings can be generated from the Public Affairs office when requested. Additional promotional efforts managed by the Public Affairs can include:
- City of Denton Website(s)
 - Social Media
 - Email Marketing
 - and more.

3

Internal Coordination

- Schedule your upcoming meeting and include panelists/City staff in the calendar invitation.
- A week in advance of the community meeting it is encouraged to hold a dry run meeting to overview the meeting presentation and roles with the project team.
- As residents request to attend the meeting, distribute the attendee meeting links and track the number of pre-registered attendees for record keeping.

- [Community Meeting Presentation Template](#)
- [Calendar Template](#)
- [Attendee Link Email Template](#)

4

During the Meeting

Attendees can participate in the meeting using the Q&A and "Raise Hand" options. Guidance on engaging with community members can be found in the Virtual Community Member Procedures document.

[Virtual Community Meeting Procedures](#)

5

After the Meeting

- Download and save your meeting recording to your department folder.
- Send your recording and presentation to DTV for editing and uploading to the City's website.
- Export desired reports for record keeping.

- [Exporting meeting reports from Zoom](#) (pg. 7 of Virtual Community Meeting Procedures)
- [Downloading meeting recording and submitting to DTV for editing](#) (pg. 7 of Virtual Community Meeting Procedures)
- After DTV edits the recording, [notify Public Affairs](#) to post your meeting replay on the City's website