PARK FRIENDS' GUIDE TO:
PUBLIC MEETINGS

INVITE THE COMMUNITY TO GET INVOLVED!

PLAN

Choose the time & location for your meetings. Keep it regular if possible (ex 1st Monday of the month at 7 pm). Find a central space within your community - in the park, nearby rec center or school- and make sure it's timed to fit work schedules.

ORGANIZE

Create an agenda for your meeting and stick to it! Create a clear list of the park issues or goals your group wants to address. Consider designating a time keeper so your meeting starts & ends on time.

COMMUNICATE

Use flyers, social media, and email blasts to spread the word to your community. Don't forget to share your plans with Parks & Rec! Let us know the date, time, and location of your public meeting. We're here to support you!

HAVE FUN

Create a fun and welcoming atmosphere, greet & thank your neighbors for coming. Encourage them to share their ideas and get involved! Use this opportunity to announce the date of your next Friends group meeting, clean up, or event.

FOLLOW UP

Have a sign-in sheet to collect contact information. Take notes/minutes and share afterwards with all in attendance so that you can refer to them as needed!

OTHER TIPS/REMINDERS

CONTACT YOUR STEWARDSHIP COORDINATOR AT LEAST 2 WEEKS PRIOR TO REQUEST:

- help advertising your meetings
- assistance in finding a meeting location
- support in prioritizing the meeting agenda
- advice on how to engage your members

FIND YOUR PATH PHILADELPHIA PARKS & RECREATION

Questions? Contact:
PPRstewardship@phila.gov or 215-683-3679

FAIRMOUNT PARK CONSERVANCY

Refer to the the **Philadelphia Park Friends Group Toolkit** for more info!