



WHAT IS THE MEETING-IN-A-BOX?

The **Meeting-in-a-Box** allows City staff, community partners, schools, faith organizations, and neighborhood groups to host small, informal conversations about street safety, without needing a formal public meeting.

The toolkit:

- Works in different contexts (library, school, church, senior center, event table)
- Takes 30–45 minutes
- Captures feedback in a way that directly informs the LSAP
- Complements the online survey, interactive map, and stakeholder discussions

WHAT'S INSIDE THE BOX?

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| 1 Facilitator Guide (this sheet) | 5 Community Survey (English + Spanish) |
| 2 Sign-In Sheet | 6 Large Map Board + Stickers |
| 3 Intro Slide Deck (5–7 slides) | 7 Comment Cards |
| 4 Project Flyer (with FAQs on back) | 8 Feedback Submission Instructions |



START HERE:

Before the Meeting (10 minutes)

Step 1

Choose a space with:

- Table
- Chairs
- Wall or easel for map

Step 2

Lay out:

- Sign-in sheet
- Copies of Paper Survey
- Stickers and markers

Step 3

Put the Map Board somewhere visible



Continue on the back...

How to Run the Meeting (30-45 minutes)

Welcome (5 minutes)

Suggested Script: *“Thank you for coming. The City of New Rochelle is creating a Local Safety Action Plan to reduce traffic injuries and save lives across the city. This is not about one neighborhood or one project, it’s about making streets safer for everyone, everywhere. Tonight, we’re here to listen.”*

Project Overview (5-10 minutes)

Use Intro Slides to present:

- This is a citywide effort
- It builds on previous efforts including Complete Streets, LINC, and Downtown and North End projects
- Process: Community input + crash data = safer streets
- No decisions are being made tonight (feedback gathering only)

Feedback Activities (15-20 minutes)

Participants can do any or all of the following:

- Paper Survey (QR codes available for mobiles)
- Map Board Activity (QR codes available for mobiles)
- Comment Cards (prompt questions included)

Assist participants as needed.

Closing (5 minutes)

Suggested Script: *“Your input will be combined with crash data and other feedback from across the city to shape the Local Safety Action Plan. You can also participate online using the survey and interactive map.”*

After the Meeting (10 minutes)

For detailed instructions on how to upload your materials see
Form #8: Feedback Submission Instructions

SCAN HERE TO UPLOAD



(English)



(Spanish)