

**Planning for Informational Meetings**  
**Tool 12**  
**Meeting Handouts and Resources**

Provide information that meeting participants can take with them when they go home. Handouts serve as reminders and resource material. Keep them simple, easy to read and informative. Weave your key messages into the documents.

Suggested handouts and resources include:

- ❖ Meeting Agenda
- ❖ Fact Sheets
- ❖ Frequently Asked Questions (FAQs)
- ❖ Literature or articles related to the facility
- ❖ Educational materials
  - » Brochures
    - ✓ Facility
    - ✓ E-waste recycling
    - ✓ Related community resources
  - » Items with web or phone (recycled materials)
- ❖ Milestone schedule (can be incorporated into FAQs)
- ❖ Contact information (can be incorporated into FAQs)
  - » Contact person
  - » Phone number
  - » E-mail address
  - » Website