



## GoTriangle Engagement Support Request Form

This form is intended to inform GoTriangle, as the lead agency for Wake Transit Communications and Engagement, of the support being requested from them to plan and/or implement upcoming engagement activities. All project sponsors presenting an engagement strategy or plan to the Community Engagement (CE) Subcommittee should attach this request form to it.

**This form is mandatory for all Wake Transit funded program and project-level activities identified by GoTriangle as requiring 1 or more community engagement components.**

It is the responsibility of the project sponsor and/or their consulting team to plan, execute, and report out on all engagement activities, which include the presentation of an engagement strategy for their project and subsequent phases to the Community Engagement Subcommittee.

The extent of GoTriangle's support for these efforts is outlined in the adopted Wake Transit Community Engagement Policy. In short, GoTriangle, affiliated with their Wake Transit Lead Agency duties, can provide a variety of complimentary support tasks in support of your engagement effort. Project sponsors may also choose to request additional support but whether that support can be provided and at what cost, is at the sole discretion of GoTriangle.

If you have any questions about Wake Transit community engagement, this engagement support request form, or would like to discuss support needs for your project, please contact GoTriangle at:

Who – Courtney, Michelle, Liz, Curtis, Rocio

Phone

Generic "info" email

## Wake Transit Engagement Support Request Form

**Please provide your project and engagement activity details.**

**Project Name/Title:** \_\_\_\_\_

**Select your activity Type:** ☐ Program-Level Activity ☐ Project-Level Activity/Have Consultant Support

**Proposed Activity Date(s):** \_\_\_\_\_

**Project Sponsor/Lead Agency:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Main purpose(s) of activity:** ☐ Inform or Educate ☐ Conduct Review & Comment Period  
☐ Seek Specific Public Input ☐ Invite to an Event/Activity ☐ Close Loop/Share Results

**Brief description of event or activity:** (Attach a copy of your engagement strategy to this request form.)

### General Lead Agency Support:

General support services are focused on helping project sponsors disseminate engagement related information to their target audiences using established Wake Transit strategies. The project sponsor will supply GoTriangle with the materials needed to complete these tasks. Creative support for news items, posts, graphics, etc. is “advanced” support listed below.

Please check the complimentary support services that you would like to receive for this engagement effort. Note that not all options may be active or timed to occur with your specific project needs.

✓	Support Description: Share information	✓	Support Description
	On Wake Transit activities calendar		On GoForwardNC/Wake website
	On Wake Transit social media sites		As an email to Wake Transit stakeholders
	On Wake Transit blog		On TPAC/CE Meeting agenda
	On progress and activity reports		In a newsletter or community notice
	GoT Staff Add other complimentary support here		TDM Distribution of information

### Advanced Lead Agency Support:

Select any of the below options to request support from GoTriangle, but whether that support is provided and at what cost, is at the sole discretion of GoTriangle.

✓	Advanced Support Description:	✓	Support Description
	Review and provide feedback on drafted communication plans and materials		Attend virtual event(s): present information, provide staff support during event, etc.
	Use creative resources to create and/or turn draft materials into finalized, professional looking materials (For example: create graphics, a video, social post, brochure, poster, new article, etc.)		Provide ADA assistance and/or assist with the translation needs of the activity
	Provide training or other resources to staff who are executing your engagement		Provide support for the printing and/or distribution of information and materials
	Attend in-person event(s): set up, man a table, present information, etc.		
	GoT Staff Add other advanced support options		

GoTriangle Staff Contact for this project: \_\_\_\_\_