



Bang the Table Checklist

Transportation Planning and Programming Division (TPP) Public Involvement Section

This helpful guide will walk you through gathering the information needed for the TPP PI Section to begin preparing your Bang the Table engagement. Fill in the fields below and save, compile additional files as needed, and send all materials to your [TPP PI Specialist](#) via email or Box.

Basic Information

Short project/study name:

District and Division name:

Contact name and information:

One-paragraph general project summary:

What are the current outreach goals? What type of feedback are you looking for?

Key points to communicate and educate the public:

Are you expecting this project/study to be contentious? Why or why not?

Describe any previous public engagement:

List timeframe for launching tools. (Allow at least six weeks for design/review.)

TxDOT Project webpage:

If there is not a project page developed, please attach a draft project page for TPP PI Section review.

Who on the project team will routinely review and moderate discussion as needed?

Language and Accessibility

What language translations are needed for this project?

Attach manual translations of materials.

Enable Google Translate.

ADA accessibility - Attach concise descriptions for each image included. Consider size and clarity of text and contrasts of colors on included graphics.

Printed copies of surveys will be needed for offline outreach.

Formatting Considerations

Text

Supporting info should be clear, concise, and suitable for a non-technical audience. Explain key terms and concepts. Long text should be kept in PDFs to upload and link as needed.

Images

Should be high quality and clear in subject and intent. .PNG and .JPG files around 1MB in size are recommended.

GIS Files

Provide in WMS, KML/KMZ, or Shapefile format. Limit layers to the project area, explain/avoid technical concepts, include keys as images for sidebars.

Planning Engagement Activities

Select the engagement activities you would like to use and compile the listed materials.

Write brief introduction if needed.
Write forum discussion topic or question:

Attach optional link, image, table or video.

Allow participants to:

- React to other posts.
- Reply to other posts.

Write an idea sharing prompt:

Allow participants to:

- React to other posts.
- Reply to other posts.

Write a brief introduction inviting stories to be shared.

Allow participants to:

- React to other posts.
- Reply to other posts.
- Moderate stories before posting

Attach WMS, KML/KMZ or ESRI Shapefiles. List types (color/images) of pins. Write brief introduction. Identify area of map to contain pins. Attach survey questions for each pin drop:

List pin categories:

Default map location (list approximate boundaries):

- GIS files are attached.
- Allow public to upload photo.
- Display address on pin locations.
- Add map features (points, lines, areas, images)?
 - List of features (type, label, location) attached.
 - Written information and images are attached.
- Discuss with your TPP Specialist selection of map style to use.

Write one polling question with multiple choice answers. Additional one question polls with multiple choice answers may be added:

Attach survey questions with answer type/choices:

- Open Response Questions (Single line, Essay, E-mail)
- Choice questions (Drop down, Radio, Checkbox, Zip Code, Date)
- Scale Questions (Ranking, Agree/Disagree, Emoji)

Allow answers to early questions to determine which questions are included later in survey.

If yes, describe in detail in attached list of questions.

Allow open comments, without user interaction. Write brief prompt.

Allow user to ask questions.

Answer publicly.

Requires moderation by district/division staff.

Be sure to check that all photos, maps, aerial, graphics, logos, etc. include subtitles and are labeled.