**Wake Transit**

**Community Engagement Summary Report**

**Project Name: *Click to enter text***

**Project ID: *Click to enter text***

**Project Sponsor: *Click to enter text***

**Project Start Date: *Click to enter text***

***Prepared by: Click to enter text***

***Date: Click to enter text***

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Executive Summary

*In one to two pages, someone could read only this and understand at a high level the purpose of engagement, what was done, who participated, and any trends found in the comments. The Executive summary should also include a statement on recommendations for improving on engagement, if applicable, and an explanation of how comments will impact the project going forward.*

Click or tap here to enter text.

Engagement Approach

Purpose

*What was the purpose of engagement for this project?*

Click or tap here to enter text.

Promotion

*What methods were used to promote the engagement effort?*

Click or tap here to enter text.

Materials

*What materials were used to to explain the project and promote the engagement effort? Include samples in Appendices.*

Click or tap here to enter text.

Events and Activities

*Provide a timeline and schedule of events and activities conducted in support of the engagement effort.*

Click or tap here to enter text.

Engagement Results

Participant Demographics

*Who did you hear from in this engagement effort? Did you reach your goals? Did participation match the make-up of Wake County or the applicable project area?*

Click or tap here to enter text.

Comment Themes

*Were there any trends in the comments received?*

Click or tap here to enter text.

 Next Steps

*What happens next with this project? How have the public comments been incorporated and how have they impacted the project?*

Click or tap here to enter text.