



Presentation Guidelines

If you are a resident, organization, merchant or developer seeking to present to the community on a project, review the guidelines below before contacting the Codman Square Neighborhood Council (“CSNC”).

Before the Presentation

1. **Notice:** Contact the CSNC two weeks or more in advance of the community meeting you wish to present. The CSNC meets the first Wednesday of every month from 7:00-8:30 p.m. at 6 Norfolk Street Dorchester, MA 02124. If the agenda for the meeting you request is full, the CSNC will schedule your presentation for a future meeting.
2. **Written Request:** E-mail the CSNC at csncouncil@gmail.com or write to 14 Euclid Street Dorchester, MA 02124 and provide the following details:
 - a. the project and the details of the request;
 - b. the details of where you are in process of your project;
 - c. the outreach to abutters;
 - d. an estimate the time you require for your presentation.
3. **Engage abutters:** Inform the direct abutters of your project and assemble their feedback.

Day of Presentation

4. **Sign-in.** There is both a general sign-in and a presenter’s sign-in. Make sure to sign into both so you are accounted for.
5. **Presentation:** Present the particulars of the project, the timeline, and where you are in the process. Bring materials to distribute at the meeting before or during the presentation. Be succinct and leave time for questions. A timekeeper will keep you informed your time.

After the Presentation

6. **CSNC Response.** Following the community meeting, the CSNC Board assesses the response from the community and then contacts you regarding the CSNC response to your presentation.
7. **Be a good neighbor.** The CSNC meets monthly and welcomes the participation of the entire community. Attend subsequent meetings and continue to be involved with the CSNC.

For general one-minute presentations on initiatives or events, advance notice is not required but is limited to the announcements segment at the end of the agenda. If you wish to be added to the



agenda, make a request to csncouncil@gmail.com or write to 14 Euclid Street Dorchester MA 02124 two weeks or more in advance of the meeting you wish to present.

Community Commitments

We encourage you to review some the CSNC community commitments below and be prepared to speak on them before contacting the CSNC.

This list is not exhaustive but it highlights the CSNC's commitment to develop the community and improve the quality of life within the neighborhood.

1. Increase local employment opportunities;
2. manage parking opportunities and density;
3. increase efficient and healthy built environments (using tools like LEED);
4. increase sustainable landscape and greenspace;
5. increase exterior beautification of residences and local businesses;
6. increase smoke-free housing;
7. increase healthy food options;
8. support local merchants in complying with codes, regulations and community standards;
9. support educational development opportunities in the community;
10. decrease health inequities such as substance abuse, obesity and diabetes type II;
11. increase public safety and maintain strong communication with all appropriate agencies;
12. invest in youth and support seniors;
13. increase community engagement and participation with the CSNC.

If you have questions regarding the information provided, please contact the CSNC.