Community Dialogue Event sample facilitator agenda

This template is available for you to copy and add to/adjust as needed for your event. Please add to this to be as specific and detailed as you need. You can include script, themes, etc. depending on what is most useful to your facilitators. Be open to new ideas, feel free to adjust the timing, agenda flow, prompts re: favorite pizza topping vs. favorite band / song perhaps).

Print a copy for each facilitator to have on them during the event. If possible, give each facilitator a clipboard as well.

When	What	Who
3:50pm	**Arrive / Food / Drinks** • Materials and set up: table with snacks and drinks • Fidgets , etc. Depending on the space, you might need to arrive earlier than this in order to move furniture into the formation that will work best for your plan/group. • Greet people as they arrive!	
4:00pm	**Opening Circle / Welcome** (introduces opening circle and prompts: Name "Favorite Pizza Topping?" or something else) • Instructions: • Materials:	
4:05pm	**Community Builder** (Look in the Icebreaker section for ideas, starting on page 124!) • Materials: • Instructions:	
4:20pm	**Overview of Getting to 'Y Goals for the evening**	
4:25pm	**NM-YRRS Scale Activity** • Materials: • Instructions:	
4:45pm	**Break**	

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When	What	Who
5:00pm	**Share Executive Summary**	
5:05pm	**Break into small groups to explore concerns/root causes/ solutions** • Materials: • Instructions:	
5:20pm	**Action Plans Reviews/ "Wows" & "Wonders"** (on page 68) • Materials: • Instructions:	
5:50pm	**Closing Activity** • Materials: • Instructions:	
5:55pm	**Exit Ticket** (on page 107)	



TIP: *This agenda is just one example of what has worked well in other communities. What will work best in your community?*



TIP: *Make sure to decide ahead of time who will introduce or lead each section of the agenda! You may want to write up some talking points for each leader to use.*

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