

# Community Conversation Planning Tool

---

## Planning Timeline

### 4–5 months prior to the event

- Organize your planning team, reference the Community Conversation Toolkit Guide
- Planning Team members review Community Conversation Toolkit documents
- Planning Team members watch Community Conversation Toolkit Video Training Modules
  - Gracious Space
  - Accessible Meetings and Events
  - Understanding Systems
- System map - Planning team members participate as a team in a system mapping exercise.
  - Utilize resources in the toolkit including the system mapping tool and Understanding Systems Video Training Module.

### 2–3 months prior to the event

- Find your venue
  - Refer to the Accessibility Checklist when choosing a location
  - Consider equipment and electrical needs
  - Table are available (including a table for greeting attendees)
- Choose the date and time of your event
- Make decisions related to:
  - Food (consider dietary restrictions)
  - Decorations
  - Childcare arrangements

### 6 weeks prior to the event

- Invite participants using multiple methods
  - Options may include personal invitations, flyers, posters, press releases, electronic invitations, and social media announcements

## 2–4 weeks prior to the event

- Gather all the materials you will need to host the event
  - Poster-sized paper
  - Post-it Notes, Pens, and Markers
  - Nametags
  - Computer and Projector

## 1 week prior to the event

- Visit the venue for a final check of details
  - Ensure access to technology (computer, projector, and microphones at a minimum)
  - Ensure layout of tables and chairs will be aligned with accessibility requirements for the event
  - Confirm how food and decorations will be handled in the space
  - Inform planning team members of what time they should be at the venue to set up the day of the event

## Day of the event

- Give yourself plenty of time to arrive, set up, and solve any glitches that may occur
- Test all of the technology prior to the start of the event
- Take a moment to acknowledge what you have accomplished as a planning team!

## 1–7 days after the event

- Follow up with participants through email, thanking them for attending

## 2–3 weeks after the event

- Bring the planning team together to harvest what was shared at the Community Conversation and identify 2 – 3 key ideas to act on based on what was heard at the event
- Send event summary to all participants and other groups who would be interested in what was shared at Community Conversation and what actions are planned
- Follow up with any participants who offered to assist with a specific idea or initiative