



Navigating Logistics and Setting-Up a Conversation

Module Three will help you outline a plan for recruiting participants and partners for your conversation, plan for necessary logistics, and identify supporting roles to keep your conversation running smoothly.

Getting People in the Room

Outline your plan for recruiting participants for your event.

1. FRAMING YOUR TOPIC

How will you **frame the event** to appeal to the most people and use what participants are interested in discussing?

WRITE SEVERAL POTENTIAL DESCRIPTIONS OF YOUR TOPIC:

- *Who will you share this draft with to get feedback?*

ASK THEM TO RESPOND TO QUESTIONS SUCH AS:

- *Do they understand what will be discussed?*
- *Do they feel welcome in that conversation?*
- *Do they feel that others with different views will feel welcome?*



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2. SETTING THE TABLE FOR A DISCUSSION

How will you communicate about your conversation so that **people understand the goals**?

*For example:
“This conversation will explore ideas for keeping our community safe and secure for all.”*

What formats will you use to market the discussion?

*For example:
“Social media posts, local news articles and op-eds from multiple perspectives, flyers in the library.”*

SAMPLE COMMUNICATIONS PLAN



DATE	ACTION	NOTES	OWNER



Keeping Things Running Smoothly

Use this template to plan and recruit for logistics and supporting roles

TASKS:	OWNER(S):
<p>Check off each task that applies to your event</p>	<p>Who is in charge of this task? Are there any notes or special considerations?</p>
<p>Logistics:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Find location/set time <input type="checkbox"/> Manage setup and break down <input type="checkbox"/> Coordinate necessary materials <input type="checkbox"/> Order or purchase refreshments <p>Communications:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop communications about the event for publicizing or informing potential participants <input type="checkbox"/> Reach out to partners to help share materials <input type="checkbox"/> Manage follow-up with participants or broader communications about the conversation and its outcome. <p>Timekeeping:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Use the agenda to keep track of time and ensure each topic or question is given adequate time for discussion. <p>Recording:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Take notes during the conversation to capture input, ideas, decisions, etc. 	



Crafting an Agenda

Use the following template to build your draft agenda.

EVENT NAME:

TIME	SECTION FOCUS	LEADER	INTENDED OUTCOME
<i>e.g. 1–1:15 pm</i>	<i>e.g. Snacks and mingling</i>	<i>e.g. none</i>	<i>e.g. Participants enjoy refreshments and have a chance to meet one another before the meeting.</i>