

Appendix 1. Community Conversation Planning Tool

Planning Timeline

4–5 months before

Organize your planning team and system map.

2–3 months before

Find your venue.

Choose the date and time of your event.

Decide on food, decorating, child care, and discussion questions.

6 weeks before

Invite participants through personal invitations, flyers, posters, press releases, e-invitations, and social media announcements.

2–4 weeks before

Gather all the materials you will need.

1 week before

Visit the venue for a final check. Make sure any technology you plan to use functions and that the planned layout will work in the space.

Day of the event

Give yourself plenty of time to arrive, set up, and solve any glitches that may occur.

1–7 days after

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

2–3 weeks after

Bring the planning team together to harvest what was shared at the event.

Send event summary to all participants and other groups who would be interested in the community's perspective on inclusion.

Follow up with any participants who offered to assist with a specific idea or initiative.

Materials Needed

- Poster-sized paper
- Post-it notes
- Markers
- Nametags
- Computer and projector

Venue Planning Checklist

- Accessibility
- Equipment and electrical needs
- Greeting table
- Child care