

Inclusionary Practices Project Community Conversation Planning Tool

Planning Timeline

4- 5 months before

Organize your planning team and system map

2 - 3 months before

Find your venue and choose the date and time of your event; decide on food, decide on decorating, choose questions, make childcare plans

6 weeks before

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

2 - 4 weeks before

Gather all needed materials such as decorations, placemats, markers, pens, nametags, etc.

1 week before

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

Day of the event

Give yourself plenty of time to arrive, set up, and problem 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 Planning Team together to harvest what was shared at the event. Send event summary to all participants and other stakeholder 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
- Name tags
- Computer and Projector

Venue Planning Checklist

- Accessibility
- Equipment and Electrical needs
- Registration Table
- Childcare