Supplies & Materials

- ☐ Your plan/script
- ☐ Your provided Audience Guide to hand out to those in attendance
- ☐ Name tags
- ☐ Conversation Agreements handout (included in this Appendix and in the Audience Guide) or a flipchart to list them
- ☐ Index cards and pens for all
- ☐ Time-keeping mechanism: watch, phone, etc.
- ☐ Bell, chime, or other means to signal time shifts in large group
- ☐ Copies of feedback forms to distribute at the end

Preparing Yourself

- ☐ If you have a co-facilitator, meet to divide responsibilities; support
- ☐ Familiarize yourself with the agenda
- ☐ Decide who you want to acknowledge/ thank; include in opening
- ☐ Write your opening/framing remarks; practice delivery
- ☐ Read the dialogue script several times so that it will sound more natural
- ☐ Time out the plan to make sure you can fit everything in and still have room
- ☐ Prepare for the unexpected, e.g. more people showing up than planned

Supplies & Materials

IN ADVANCE:

- ☐ Visit and ensure there's enough space for your group
- ☐ Enough moveable chairs of equal height
- ☐ Public transportation available? If so, convey to participants
- ☐ Ensure accessibility
- ☐ Inquire about any restrictions on animals (e.g. therapy dogs)
- ☐ Have contact person's cell phone number in case of a problem
- ☐ Arrange for refreshments: caterer, helper, you
- ☐ Determine who is providing A/V: you or site
- ☐ If you are showing the film on a big screen from your Mac laptop, pack a dongle (an adaptor to connect the laptop to the projector)
- ☐ Prepare feedback forms

ON-SITE:

- ☐ Familiarize yourself with heating/ cooling/lighting controls, location of rest rooms
- ☐ Test projection equipment and sound
- ☐ Table at entry for name tags, handouts, etc.
- ☐ Table for refreshments
- ☐ Arrange seating: pro/con, pro/con if you know
- ☐ Plan for shifting from large to small groups if needed: break-out rooms, all in one space, etc.

NOTES: