

Conducting Workshop Checklist

- ☐ Issue advance notice. Issue a press release or otherwise announce the workshop and identify its purpose. Be enthusiastic. Encourage everyone who is interested in contributing to the plan to attend. Give the name and telephone number of a point of contact (POC). Request people call and express their interest in the meeting. Record each caller's name, address, and telephone number. This will give you an idea how many participants to expect.
- ☐ Arrange facility. With an idea of how many people to expect, you can choose the most appropriate facility. As with other town meetings, choose a neutral, non-government building. Participants will gather together at the beginning and end of the meeting. Otherwise, they will be in their groups. Therefore, the facility should have a room large enough for each group to have a discreet workspace, or several rooms where groups can work (such as the classrooms in a school or house of worship). Furthermore, groups will need tables and chairs, a place where they can display their maps, and a place for their easels and pads. Assume all people who phoned the POC plus a few more will attend.
- ☐ Publicize meeting. Issue a press release announcing the date, time, and location of the meeting and reiterating its purpose. Mail notices to the people who telephoned the POC.
- ☐ Identify facilitator(s)/speaker(s). One or more members of your open space workgroup should facilitate the meeting. Provide a number of facilitators in proportion to the number of groups (e.g., one facilitator to every three groups). The facilitator(s):
 - Ensures the work space(s) is properly set up, and all equipment, materials, and supplies are available
 - Ensures the meeting begins on time, and accomplishes its purpose in a timely and orderly manner
 - Divides participants into groups that represent diverse backgrounds, ideas, personalities, etc.
 - Ensures groups conduct themselves according to the protocol and everyone has an opportunity to participate (For example, be aware of strong personalities dominating other participants, or shy participants who are reluctant to express their opinions.)
 - Answer groups' questions, and provides further direction and information as needed

Consider asking a local official (such as the mayor, city manager, planning director, etc.) to welcome the participants and stress the importance of the work they are about to do. If River, Trails, and Conservation Assistance (RTCA) Program staff is assisting you, consider asking one of them to speak as well. Ask your State Hazard Mitigation Officer (SHMO) about inviting state and FEMA officials.

Tool IV-3, Conducting Workshop Checklist

- ☐ Establish protocol. Just as you have done for the other town meetings, establish expectations for people's behavior and discuss those expectations. Because participants have to work together to develop an end product, their tolerance of and respect for each other's opinions and ideas are especially important.
- ☐ Prepare & photocopy workshop materials. Provide a copy of the framework, a notepad or legal pad, and a pen to each participant. Provide a copy of the map, an easel, pad, and markers to each group. Include the objective of the workshop either as a cover page to the framework, or on the first page of each easel pad.