GUIDELINES FOR FACILITATING A COMMUNITY EVENT



The following table offers a step by step guide for a Hosting Team from preparation to follow up

1. Hosting Team Check-in

Using circle practice, each person speaks to the guestion "What do I wish us to have achieved by the end of the community event?", so your dreams for the event emerge.

[20 min]

3. Event

Using the program facilitate the event, making sure that you capture all the knowledge created during the event.

Harvest of the different sessions of the day.

[3h to 1 day]

2. Final Preparation

Room setup is checked, materials placed, equipment checked, final review of program, and who is doing what.

Check list of all that has been prepared.

[40 min]

4. Hosting Team Check Out

Using circle practice, each person speaks to the question "What is my highlight from today and what did I personally learn?'

[30 min]

5. Action Plan The day after the event

Using the outputs from the event, i.e. the harvest of the collective knowledge, reflect as a hosting team on the main new insights you have for your work as a team with the community.

Identify the next key steps to be organized and who will lead on this.

Decide when the record of the event will be finalized and sent to the participants of the community event --> Action plan on follow-up to the community event.

[60 min]

Follow-up

Send out record of the event to all participants in a PDF form.

Hold necessary meetings to ensure that the action plan is being implemented.