Community Conversation
Planning Worksheet

Identify Team Members: (Include parents, students, school staff, current employer, business community, local legislators, contacts that have numerous connections in the community, etc.)

Possible Community Locations
(Consider size, location, access to technology, cost, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

Possible Dates and Times:
(Look at conflicting community and school events)

_____
_____
_____
_____
_____

Financial Considerations:

Funding Needs:	Donors/Fundraising Ideas:

Determine 2-3 ideas for the main topic of your conversation? (Student employment, transportation, strengthening school-business partnerships, etc.)

1.
2.
3.

Potential Questions for Community Conversation Discussions:

1. _____
2. _____
3. _____
4. _____
5. _____

Possible Table Facilitators (guides the discussion), Table Notetaker and Event Facilitator (emcee):

1. _____
2. _____
3. _____
4. _____
5. _____

For more information about the TIG grant, please visit our website: www.witig.org and sign up for your account. Announcements, newsletters, conferences and training information will be shared electronically through this registration.

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List of Local People to Invite (if your topic is employment, consider completing the employer mapping activity that you can find here:)

(consider your topic and community "movers and shakers" and review team member list above)		

Promote! Media Contacts and Who Will Organize (newspaper, television, social media, etc.)

1. _____
2. _____
3. _____
4. _____
5. _____

Community Conversation Planning Schedule

Task	Target Date	Person Responsible	Completed Date
1st planning meeting			
Secure location and date			
Draft invitation and event agenda			
2nd planning meeting			
Invitations finalized and out			
Questions finalized			
Logistics and agenda finalized			
Host Community Conversation			
Post-conversation tasks and follow-up – IMPORTANT!!!			

Think of ways can you get youth with disabilities and their family members involved in the planning an event? Showcase student leadership and ability.

Adapted from Shannon Webb, Nancy Molfenter and the Let's Get to Work Grant.

TIG
Transition Improvement Grant