

# Community Conversation Planning Worksheet



Identify Team Members: (Include parents, students, school staff, current employer, business community, local legislator, 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)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

**Financial Considerations:**

Funding Needs:	Donors/Fundraising Ideas:
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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. \_\_\_\_\_

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
1 <sup>st</sup> planning meeting			
Secure location and date			
Draft invitation and event agenda			
2 <sup>nd</sup> 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 and event? Showcase student leadership and ability.

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