



# Conversation Checklist

## PURPOSE

- Agree on purpose of the community conversation with your primary contact
- Create conversation guide
- Review questions before the conversation and prepare for different ways to engage participants

## PLANNING

- Start planning and inviting participants at least a month ahead of time
- Find a space to hold the conversation
- Keep the conversations small and informal (around no more than a dozen people).
- People tend to be less inhibited in informal settings
- Identify partners to help with participant recruitment and invitations
- Call to invite participants and follow-up with written confirmations

## BEFORE THE DOORS OPEN

- Make sure you have supplies to help facilitate discussion- flip charts, markers, tape or stick pins, nametags, pens and paper for people to take notes and any hand-out materials
- Arrange the tables and/or chairs in a circle, rectangle, or horseshoe so everyone can see each other. If there are too many participants to fit around one set of tables, stick with the horseshoe model when setting up rows
- Put refreshments in a location that people can access without interrupting the conversation
- Locate the restrooms so you can tell people where they are before the conversation begins

## AFTERWARDS

- Send participants a thank you note and a summary of your insights from the conversation
- Send out any requested information to participants
- Be sure to gather and record the flip charts
- Use the 7 Knowledge Keys to figure out and record what you heard.

