Suggested Starter Kit Facilitation Timing, 60 minutes

When	What	How	Notes
30 minutes beforehand	**Registration** (and refreshments if applicable)	Attendees check-in and receive materials • For large groups - table assignments by pulling number out of a hat and sitting at corresponding table	Have copies of Conversation Starter Kit and pens for everyone Determine plan for distributing evaluation forms
2-5 min	**Welcome**	The Work in YOUR REGION • Why bring TCP to YOUR REGION? • Why is this important? • Why we invited you/who is in the room	
5-7 min	**Introductions**	General Introductions: Telling Our Stories Facilitator tells own story (2 min or less). Invites attendees to turn to a neighbor for 1 min each • *Name?* • *What brought you to this session both personally and/or professionally?*	It's great to use pictures when telling facilitator story
10 min	**The Conversation Project**	TCP Brief Overview: history, strategy, tools, examples of community efforts Video options: • [ABC Video w/ Diane Sawyer](#) is a great intro (about 4-5 min) • [Practice Makes Perfect](#) Video • [How to pick your proxy](#) video	Will need video/audio capability if showing videos. Recommend downloading them beforehand or testing web connectivity/letting the videos buffer before playing
35 min	**Conversation Starter Kit Facilitation**	The Conversation Starts with you • Safety and ground rules (about 3 min) Part I: What Matters to Me + scale of 1-5 questions (15 min) • *Thinking time (5 min)* • *Partner share (5 min)* • *Full group report out – 1-2 comments (5 min)* Part II: Who, What, Where, When (15 min) • *Thinking time (5 min)* • *Partner share (5 min)* • *Full group report out 1-2 comments (5 min)*	Have people to help with microphones around the room during report outs

5 min		*Summary/Connections* • Next steps/how participants can stay engaged going forward • *Could show Practice Makes Perfect video to close out, or* read/play *Karen Boudreau letter*	Remind participants to complete end-of-event evaluations

For more information and preparation, please see out community resource page and view our recorded speaker training call.