

Redwood City Neighborhood Liaison Workshop

SAMPLE AGENDA

Place name and address

Time of Meeting

- 7:00 PM **Welcome and introduction** of convener/facilitator
- room logistics, ie: restrooms, childcare
- 7:05 **Purpose of the meeting**
- agenda review
- 7:10 **Group Agreement for this evening**
- Speak Respectfully
 - Speak from your own experience
 - Take Responsibility for your own participation
 - Listen for new information
 - Let the facilitator guide the process
 - Turn off technology please
- 7:15 **Ice Breaker/Group Introductions**
- Name, where you live, how long you've lived in the neighborhood, what brought you here tonight, etc.
- 7:25 **Background**, why we're here ie: issue, concern or hoped for outcome
- Could be identified problem
 - Could be to plan a block party or movie night
 - Could be to solicit ideas from neighbors on what they like about neighborhood or what may need improvement
 - Could be Disaster Preparedness
- 7:35 **Brainstorming**
- All ideas are welcome. This is not a time for evaluation, criticism or modification
 - May want to break into small groups if more than 20 people attend
 - Write down ideas
- 7:55 **Narrow down** topics and or ideas and select area of focus
- 8:05 **Discussion and Decision making:** how to address selected issue/s
- 8:20 **Next Steps:**
- Who, What, When, Where
 - Make sure to plan the next meeting
- 8:25 **Evaluation**
- 8:30 **Thanks and Close**