



How to establish norms amongst facilitators and participants

Pre-event team huddle agenda

Take some time before people arrive to gather with your team to align for the day. Make sure do the following:

- Thank everyone for their effort in preparing for the summit and for their effort that day
- Spend a few minutes letting people share what motivated them to be there. If it's a very large group, ask people to share 1-2 words to describe their motivation (e.g. Family; Hope; The future, etc)
- Remind the team of any important info they need, such as accessibility information; timeline for the beginning and ending of the event; expectations for their roles, etc.
- Answer any last minute questions.
- Celebrate your work together! Have a dance break, create a team high-five or some other way to bring a little joy into the day.