



State partner planning meeting agenda

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OVERALL OBJECTIVES:

- DETERMINE elements to be included in agenda, logistics, and turnout of We Are Home August recess event
- DESIGN a timeline for execution
- IDENTIFY next steps

AGENDA DRAFT

TIME	SESSION
	Welcome <ul style="list-style-type: none">- Goals and Agenda Review- Individual Goals- Norms
	Where We Were, Where We Are, Where We Are Going
	Agenda <ul style="list-style-type: none">- What are the objectives of the summit?- What materials are needed?- What would you say you would like to accomplish at the end of the event?
	Turnout <ul style="list-style-type: none">- What is the amount of people you would like to see participate in the event?- How will you register folks to attend the event?- If it is done well, what would the ideal outcome of the event be? Logistics <ul style="list-style-type: none">- When will the event take place?- Who will be in attendance?- Start with the core team planning the vent and current partners.- Who else should be in attendance? Who should be invited that also has a stake in the event's objectives?- Where is the event going to be held?

AGENDA DRAFT

TIME

SESSION

Location Checklist

- Is there room for everyone we can expect to sit and move through space comfortably?
- Is the location centrally located for the attendees?
- Is there public transportation available near the location? If not, how will you support people getting there?
- Is there parking nearby? Is it free?

Accessibility Checklist

- Is the location accessible for people in wheelchairs (e.g. elevators, ramps, accessible restrooms)
- Will you offer translation, closed captioning, or ASL interpretation during the event? If so, include this in your budget and timeline to book the facilitators.
- Will you have special seating areas for those who need accommodations?
- Will any handouts or signs be translated into other languages? If so, which ones and who will translate?

Keeping The Plan Alive

- What is the MOCHA of the event?
 - Manager:
 - Owner:
 - Consulted:
 - Helper
 - Approver
- What benchmarks need to be met to ensure an effective and successful event?

Close and Takeaways