



Meeting-in-a-Box • Facilitator Checklist

Once you've got your materials in hand, complete the checklist below to get started. These are merely suggestions and we invite you to add or skip items as is appropriate for you and/or your group.

- Select a meeting date and location, and invite your participants
- Encourage participants to review the [Draft New Visions 2050 Plan Summary](#) in advance so they are well-prepared for the discussion. You may also direct participants to the other Plan documents on the [New Visions 2050 webpage](#). The summary document will be provided in your meeting-in-a-box materials.
- Request the appropriate number of survey workbooks for your guests.
- Ask your guests to bring a pen or pencil, unless you plan on providing them. If you plan on hosting young children or youth, ask parents to bring art supplies or other materials for them to complete their own activity workbooks.
- The host's role is to facilitate a group discussion on ideas and policies recommend in the Draft New Visions 2050 Plan. The host and participants should all complete a workbook. The host must complete this checklist and submit it with the feedback from their meeting.
- Collect and submit completed workbooks and funding polls to CDTC by **April 30, 2020 at 5:00pm.**
 - Return in-person at 1 Park Place, Albany NY 12205
 - Scan and email to newvisions@cdtempo.org
 - Upload to _____

Tell Us About Your Meeting

Date: _____

Time: _____

Location: _____

Group type: _____

Comments: _____
