



In-Person Event - Facilitator Checklist

SpeakUp! Contacts:

Event Check-in (15 minutes prior to event)

Opening Session

- Stand -OR- "Raise Your Virtual Hand" when your name is called by the SLT

Breakout Begins

- First, please ensure NO family members are in your breakout room.
 - If you find there ARE family members in your room, one co-facilitator should take the participant back to the registration table to be switched to a different breakout
 - Welcome
 - Thank participants for attending
 - Reminder of the Let's Agree to Agree: (Do not read again)
 - Introduce yourself, your role at your school, but inform them you are there as a facilitator.
 - Then, give your one word coming into this conversation
 - Co-facilitator introduces themselves the same way as above
 - Introduction Activity
 - Ask participants to share their one word coming into this conversation
 - Select participant to begin then go around circle -OR- call on participants how they appear on screen
 - Have co-facilitator capture the words as they are stated on paper -OR- in chat

Conversation

- Co-facilitate honest, non-judgmental, intergenerational conversation
- Encourage participants to share how the topic is affecting their everyday lives
- Thank participants for sharing
- Ask questions to get other perspectives
- Ask about coping strategies and their supportive adults/people
- About 35-45 minutes into the conversation, if necessary, invite participants who haven't had a chance to share to do so at this time
 - *REMINDER: Do not call on people or point them out*

Closing Activity (10 minutes before end of session)

- Ask participants to share one word they are taking away from the conversation
 - Select participant to begin then go around circle -OR- call on participants how they appear on screen
 - Have co-facilitator capture the words as they are stated on paper -OR- in chat
- Remind participants to visit speakup.org for:
 - Topic-specific Resource Guide – Link: <https://speakup.org/resources/>
 - For upcoming Continuing the Conversation series of Parenting Adult Coffees, Grandparent Coffees, and School Adult Discussions
- Then, share the link to the survey and ask **ALL** participants to complete the survey (**including support people and YOU as facilitators**) - Link:
- Upon completion:
 - Inform them you and the school support people will be available after the event if they need immediate support
 - If they don't need support, inform participants they are free to leave the event
- Thank everyone for coming

Breakout Completed

- Be the last people to leave the breakout room
- Check in with SpeakUp! Program Specialist