

PLANNING YOUR LOCAL LEADERSHIP SUMMIT

You will need a collaborative group to define the agenda, secure a location, invite and track participants, and assist in making the event a success. Here is a list of items to consider during the planning process. Please anticipate a six-week event planning process.

1. CREATE A PLANNING GROUP

- ✓ Include those, if any, who attended the statewide summit (a list of the participants is on the CCS Partnership website at www.ccspartnership.org).
- ✓ Invite leaders from all three jurisdictions – cities, county and schools.

2. PLAN THE EVENT

- ✓ Identify local elected leaders for invitation purposes.
- ✓ Create your agenda (samples are included in this toolkit).
- ✓ Choose a local leader as the master of ceremonies/meeting facilitator.
- ✓ Invite the speakers (use people who will be respected in your area). Include a variety of speakers from across jurisdictions and areas of expertise – be sure local leaders are included in panels or as presenters.
- ✓ Keep the event as interactive as possible (include time for questions after each speaker or panel, have a small-group discussion period, etc.).
- ✓ Create questions for small-group discussions and determine how to collect feedback from the groups at the end of the discussion.
- ✓ Identify individuals with facilitation skills to lead the small-group discussions.
- ✓ Decide what, if any, materials you want to make available to the participants prior to and/or at the event (a list of resources on the CCS Partnership Web site is included in this toolkit).
- ✓ Determine if you will have food or refreshments as part of the event.
- ✓ Secure financial sponsorship if needed. (ideas are included in this toolkit).
- ✓ Recruit volunteers to help with event preparation and clean-up.

3. FIND A LOCATION

- ✓ Secure a location as early as possible. One that allows for a casual atmosphere with ample room for participants and breakout groups is ideal.
- ✓ If you are providing food or refreshments, plan for the delivery, presentation, and clean-up.
- ✓ Determine what technology needs you will have and how those will be accommodated (e.g., PowerPoint, video, sound, laptop, etc.).
- ✓ Confirm all arrangements with the facility a few days prior to the event:
 - Opening and closing the facility
 - Set-up and clean-up responsibilities
 - Technology set-up and use
 - Room arrangement
 - Food and/or beverage
 - Signage
 - Sign-in table

4. INVITE THE PARTICIPANTS

- ✓ Develop an invitation list consisting of local elected leaders from all three jurisdictions (if you are unfamiliar with a specific jurisdiction, use the contact sheet in this toolkit to get in touch with leaders in your area).
- ✓ Create an invitation (sample one-page invitation is included), and designate a person to collect RSVPs.

5. SETTING UP FOR THE EVENT

- ✓ Check all technology and visual aids (microphones, laptops, video screens, etc.).
- ✓ Round tables that accommodate 5-10 people are ideal.
- ✓ Have a sign-in sheet that includes e-mail and/or other contact information (sample is provided in this toolkit).
- ✓ Create name badges for participants that include name, title, and jurisdiction.
- ✓ Provide copies of materials, including agendas.
- ✓ Assign someone to help with questions and answers for speakers.
- ✓ Brief small-group facilitators on their roles and expected outcomes.

6. THE EVENT

- ✓ Greet participants and have a staffed sign-in table.
- ✓ In breaking people into small groups, ask them to refrain from being in a group with others from their own jurisdiction or organization.
- ✓ At the end of the event, tell participants what, if any, the next steps will be.
- ✓ Thank everyone for coming.

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7. FOLLOW-UP

- ✓ Please complete the follow-up form included in the toolkit and forward it to the CCS Partnership.
- ✓ If there are issues identified for further action, keep the participants and CCS Partnership informed.