

Dialogue Planning Outline Form

(This can be used either with or instead of the *Dialogue Planning Checklist*)

Topic:

Goal or Objective:

Facilitator(s):

Recorder:

Day:

Date:

Time:

Duration:

Location:

Format:

Open Issue ____

Guided Issue ____

Town Hall ____

Public Policy ____

Participants:

Approximate Number: ____

Characteristics:

Other invited guests/experts:

Press/Public Relations:

Audio-Visual material:

Refreshments:

Agenda:

Introduction and Ground Rules:

Framing the Topic:

Introductory Activity:

Discussion:

Wrap-up:

Evaluation:

Clean-up

Follow-up

Reporting out:

Next steps:

