

MOVE Sample Agenda for Planning Meetings with Decision Makers

Time/ Lead	Agenda Item	Main points	Materials
10 minutes Facilitator:	Agenda and Introductions	-State the purpose of the meeting, the time available, and the agenda *If this is a smaller meeting, each person may introduce themselves, and say briefly why the issue is important in his/her life	**If this is a large presentation, a Powerpoint slide may emphasize key points
5 minutes Facilitator:	*Relationship-building question(s):	-Ask the decision maker 1-2 questions about themselves related to the issue -this engages them with their past experience and the issue. Example: <i>"Tell us about an experience you've had with this issue."</i>	
15 minutes Facilitator: Tech driver:	Presentation of issue: Key story (Either the story or the statistic could be first, depending on the decision maker's approach and style)	-Presentation of key MOVE story. -Presentation of the policy issue you'd like to see change. Connect the issue to the story you have shown. Example: <i>"The experience of X in this story really illustrates why we'd like to see this policy change in our community..."</i>	Use the Map to share story (you can show from a DVD or computer rather than map if it improves speed/quality)
15 minutes Facilitator: Tech driver:	Presentation of issue: Key statistic(s)	-Connect the statistic to the story shown. Example: <i>"In fact, X is not alone in her experience. This is something we are facing right here in King County. (Give statistic)"</i> -Limit the statistics, and make sure that they are connected to the story and the policy. -Use the map to show changes in the neighborhoods related to the issue.	Use the Learn the Issues pages to share the statistic Use the map to share the community changes.
5 minutes Facilitator:	Reactions	-Offer the opportunity for the decision maker to respond and ask questions. Example: <i>"How do you see this issue affecting our community?"</i>	
5 minutes Facilitator:	Commitment-building questions	-Pose the questions; give time for a response -Follow up with questions if you feel the responses were vague or evasive	
5 minutes Facilitator: Photo-grapher:	Summary and next steps	-Recap the main points of the meeting, highlighting the need for change -Summarize the next steps with this person -Thank the decision maker for joining you, and take a group photo for your blog!	-Give take-away information -Take a photo!
20-30 minutes Facilitator: Notetaker	Post-Meeting (after the decision maker has departed)	-What worked well in this meeting? What could we have done differently? -What did we learn from this decision-maker? -What are our next steps with this person? -What are our next steps on this issue?	

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Time/ Lead person	Agenda Item	Main Points	Materials
	Agenda and Introductions		
	Relationship-building question(s): *		
	Presentation of issue: Key story <i>(Either the story or the statistic could be first, depending on your assessment of the decision maker's approach and style)</i>		
	Presentation of issue: Key statistic(s)		
	Reactions		
	Commitment-building questions		
	Summary and next steps		
	Post-Meeting <i>(after decision-maker has left)</i>		