**Facilitator’s Guide for Community Input Meeting**

Try to keep the meeting to about 90 minutes if possible

1. Registration and Refreshments (15 minutes) – have tables and Team members set up to greet people as they arrive.
   1. Use Sign-In Sheets to capture the names and contact information that attend. You will want to keep these people updated on your work. Ask them to indicate their recreational interests and their volunteer interests. This will help you to identify future volunteers and enable you to address their personal interests. Collectively you will get a sense of what types of activities are most popular among residents.
   2. Name Tags – help people to get to know one another.
   3. Meeting Agenda
   4. Questionnaire for Break Out Groups – (you’ll collect these as people leave)
   5. Have a one-page fact sheet about your initiative available on the registration desk.
   6. Offer refreshments to help get people out for the meeting.
   7. Have large print out maps of your town available for viewing.
   8. Have Team members mingling with people and asking questions about participant interests.

1. Welcome and Introductions (5 minutes)
2. Presentation on the Benefits of being an Outdoor Town Presentation (10 minutes) – modify the PowerPoint provided in the Toolkit to make relevant for your town.
3. Objectives of your initiative (5 minutes) – give a brief explanation of your initiative and the process to gather information through this meeting, a community survey and community assessment.
4. Input Surveys and Discussion Groups (30 minutes total) – each person will complete a survey and participate in a discussion group. This allows more people to voice their ideas, than staying in one large group. For each group, you will need a discussion leader and a scribe to record input. If possible, use flip charts to capture input.   
     
   Ask your group participants to write their answers on their surveys first. Tell them the surveys will be collected at the end so that everyone’s ideas are recorded. Give participants 15 minutes to jot down their answers to the questions below.   
     
   Then facilitate a ten-minute discussion on their responses to these questions: (You will not discuss all the questions on the survey, just the ones below that help build community spirit and consensus.)
   1. What do value about living your town now?   
      *Think of things that you would like to see nurtured, preserved or continued. These can be places, experiences, events, a way of thinking or acting, a way of life.*
   2. What concerns do you have for your town? How can these concerns be resolved or addressed?
   3. What aspirations do you have for the future of their town?   
      Please describe how you would like your town to be like in 10 to 20 years?   
      *Think about its community culture, its economy, the experience of living and visiting the town, how the town looks, etc.*
   4. What are your ideas about how to make your town a great place for outdoor recreation?   
      *Think about what types of activities should be available, what goods and services are needed, improvements to downtown, connections to nearby parks, trails, rivers and forests.*
5. Group Report Out (15 minutes) – have each group give the highlights from their discussion.
6. Meeting Wrap Up (10 minutes) –
   1. Thank everyone for their input and participation. Summarize common themes if any are apparent. Let them know that their input will inform the Action Plan.
   2. Ask people to spread the word about your work and the Community Survey.
   3. Ask for volunteers to serve on the Action Team and to participate in the Community Assessment.
   4. Give them an estimated timeframe for when you will host the next Community Meeting where the results of the survey and assessment will be shared, and where they will be asked to help prioritize suggested improvements to their town.
7. Adjourn and collect surveys as people leave the meeting.