Worksheet 1

Logistics and Arrangements

Initial contact person(s)

Group/organization

Brief description of the request/issue

**Stakeholders** (Participants in the facilitation and those potentially impacted by the process)

**Primary planning committee** (name, email, phone)

1.

2.

3.

4.

**Steps in the process** (including a timetable)

Step 1.

Step 2.

Step 3.

Step 4.

Step 5.
Responsibilities

a. Contacting participants?

b. Facility/room arrangements?

c. Recording discussion, summarizing, and follow-up with participants?

d. Media involvement (if any)?

e. Anticipated expenses?

f. Other items or issues?