



Education and Housing Equity Project Records.

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Conversations at the Crossroads
of
Education, Housing and Race
Community Circle Dialogues

Organizational Checklist – Responsibilities of the Convenor

What you can do to help the conversation work effectively:

- _____ Make sure building is unlocked. If building is a secured building, make certain that access is available.
- _____ Arrange room at least ½ hour before the meeting.
- _____ Turn on room and entry lights (especially important for evening meetings)
- _____ Turn on the heat or air conditioning to make space comfortable.
- _____ Set up chairs for 15 (or designated number) in a circle.
- _____ Put up directional signs to the meeting space starting at building entry.
For example: Conversations at the Crossroads This Way
 Conversations at the Crossroads Enter Here
 Conversations at the Crossroads Turn Left/Right

- _____ Send out/distribute driving direction maps to meeting place not less than 1 week before the meeting.
- _____ If setting up refreshments, do so.
- _____ Assign person/staff or volunteer to welcome group at meeting space and be present for session to give directions, get assistance, etc.
- _____ Check to see that bathrooms are open or get access to keys.
- _____ Reset room as you found it (e.g., dispose of trash, etc.)
- _____ See that building is secured at the end of the meeting.
- _____ Please sign this checklist. Give signed checklist to the scribe who is assisting the facilitator and who will send it to EHEP.

_____ Name

_____ Date

_____ Community Circle and Meeting Place