|  | Sample **agenda** for your first meeting |
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**Getting ready:**

* Invite folks to your event venue – time and location (plan on 90 minutes)
* Have refreshments available – perhaps have several people bring some. It’s an easy start to being neighborly
* Have name tags for everyone – first names are fine but use a pen large enough to read names across the room
* Arrange for someone to take notes

**The Main Event**

* Greet people at the door – welcome, I’m so glad you came
* Mingle around refreshments until everyone arrives
* Convene folks in a comfortable area where they can sit in a circle.
* Introduce yourself and thank people for coming
* Have an opening question(s) with which folks can introduce themselves. These are just ideas – select a question that is meaningful to your group. Go around the room, one person at a time, without interruption or cross talk
	+ What potential disaster worries you?
	+ Do you have personal experience or even a close friend who went through a disaster?
	+ How long have you lived here?
	+ What brought you to Whidbey?
	+ What do you most love about living here?
* After everyone has spoken, explain why you want to do this preparedness work. Emphasize the fun involved, the advantages of knowing each other better. Explain the “cavalry isn’t coming”
* Observe reactions. Answer questions as best you can.
* Optional – share this NPR 6 minute segment, lessons learned from disasters around the [world](https://www.npr.org/2011/07/04/137526401/the-key-to-disaster-survival-friends-and-neighbors#:~:text=The%20Key%20To%20Disaster%20Survival,Pals%2C%20Neighbors%20:%20NPR&text=Hourly%20News-,The%20Key%20To%20Disaster%20Survival)
* Optional – you can watch Scott’s [talk](https://www.bainbridgeprepares.org/model) at Anderson Island together. Scroll down to “sneak peak”
* Optional – pass out neighborhood-ready questions that invite folks to think about what could happen if disaster occurs
* Pass out Map Your Neighborhood brochures if you plan to use them
* Ask who wants to join you? It need not be everyone
* Ask how people want to play: perhaps just doing their own work, perhaps partnering with you to organize, perhaps someone is a researcher, ... there is lots of work to do
* Designate your next meeting date, time and where you will meet
* Thank everyone for coming

**Shortly after:**

* Send out notes from the meeting to everyone, the meeting reminder, a link to the South Whidbey web site, and know that you are on your way. Congratulations.