



Planning a Sound OFF (aka community conversation)

The following are prompt questions Resolve Philly's Community Engagement Team (CE Team) thinks about when we plan for a Sound OFF. We hope this will be a helpful guide for you and the communities you work with!

Identify Community

- What community are you trying to bring together to talk?

Logistics and Planning

- What time would be best to hold this event?
- What questions can you ask and who would you ask to determine the timing?
- How long do you think it should be/how can you determine the best length of time?
- How do you want people to sign up or register for the event? (think: what's the most accessible way for people to RSVP - i.e. text? Email? Eventbrite? etc)

Promotion and Recruitment

- What are some ways you'd go about inviting people for this event?
 - Questions to ask yourselves: where do these folks naturally convene/gather? How do they get information and how can you meet them where they are at with this
- Are there community organizations that serve this population that you can ask to co-host with you or to be inviters on your behalf?

During the Event

- How do you want to start off the conversation?
- What are some ways you can make sure that people feel comfortable sharing/speaking during the conversation?

After the event

- Check-in with the community members who came to the event and thank them for their time
- Ask if they would like to have another event or if you can offer another Sound OFF that would be helpful