



FACT SHEET

Tips For Facilitators

First of all, thank you for taking on this important job! Being a facilitator can be challenging, but we hope that the following suggestions will be helpful to you as you plan your Education vs. Incarceration forum.

1. Get organized. Make copies of sign in sheets, the petition and The Essentials for all attendees. You can also make copies of individual fact sheets if you plan to focus on one or two certain issues – or simply refer people to the website (ctjja.org/forum) for more info.
2. It's good to start your event with housekeeping. Let people know where the restrooms are. Give a general overview of the agenda and let people know what time the session will end. Establish some ground rules for your discussion like: disagreement is fine, so long as it's respectful; let's not interrupt each other, give others a chance to talk (see point 4), etc.
3. Stick to the issues. The point of this session is to talk about important issues facing our state – not to critique the video, which is simply a tool to jump-start discussion. If people fall into reviewing what they liked and didn't like about the video, remind them that they can't change the documentary but they can change Connecticut! Steer them back to the issues.
4. Make sure everyone is heard. Remember the kid who always jumped in with an answer without raising his or her hand? That kid grew up and may well be at your forum. Say something like: "Great. I'll get back to you in a moment, but let's hear from some other folks."
5. People may well be inspired to act as a result of this evening. One very simple thing everyone can do is sign the petition endorsing education as a priority over incarceration. There are many more action steps – and lots more information – at the project website ctjja.org/forum.
6. Reminders are helpful. Please tell people a few times to sign in and to sign the petition, if they're willing.

Keep in touch. After the forum collect the petitions and send them to John Bumpus at the Connecticut Juvenile Justice Alliance, 2470 Fairfield Ave., Bridgeport CT 06605. Please also give us a call or email us to let us know how it went (203-579-2727 x312, john@ctjja.org).