

Duration	Activity	Facilitator	Instructions	Materials
00:05	Snacks		Everyone should grab a snack; background music playing	Food & drink
00:05	Welcome & Introductions	Josiah	Josiah will welcome everyone and allow folks to briefly introduce themselves	Slide deck
00:10	History/Context/Purpose	Josiah	Josiah will share about the history of MBK in Pittsburgh and the current context for the work, and give an overview of the purpose of the planning process. Then Q&A.	Slide deck
00:05	Instructions	Dustin	Dustin will provide an overview of the feedback process & introduce Willy and say that he'll be tapping people on the shoulder	Slide deck
00:20	Station 1: Achievements	Josiah	Fireside chat. Josiah will provide an overview of MBK's achievements to date and solicit feedback from participants. Feedback will be recorded by a volunteer on a flip chart.	Instruction slide, flip chart, marker
00:20	Station 2: Challenges & Opportunities	Diana/Tricia	Hopes and Fears. Tricia will gauge participants' impressions of the challenges and opportunities currently facing MBK. First, people will use sticky notes to record their fears, then participants will spend time flipping their fears into hopes.	Instruction slide, flip chart, markers, sticky notes
00:20	Station 3: Activities	Dustin	Time Well Spent. Dustin will solicit input from participants about MBK activities. Participants will review a list of potential activities, add any new ideas they may have, and then work as a team to determine how to allocate time to those activities as a way of expressing priority.	Instruction slide, 8 hour diagram, activity cards, marker, sticky notes
00:20	Station 4: Surveying the Scene	Dr. Shannah	Surveying the Scene. Dr. Shannah will invite team members to complete a short survey, then she will lead a discussion with the participants about the impact that they hope MBK will have in Pittsburgh & Allegheny County over the next 2 years.	Surveys, pens
00:05	Wrap Up & Exit Ticket	Josiah/Dustin	Thank everyone for participating; tell them what comes next; distribute and collect surveys	Slide deck & survey
Through out	Video Booth	Willy	Use interview prompts to capture "voices of the community"	Camera & lapel mic
Through out	Photography			
1:50:00	TOTAL TIME			