

# Instructions for the Facilitator

## 1. Welcome and Introductions

Introduce yourself and ask everybody around the table to:

- a. give their name
- b. name of their organization
- c. 5 words on why they're here

## 2. Ground rules

Read the ground rules and make sure everybody understands them

## 3. Explain the purpose of the scenarios

- a. Neighborhood scenario: designed to raise food related issues around a disaster and to work together as a neighborhood community to come up with ideas to resolve your problems.
  
- b. Function scenario is designed to raise food related issues around a specific food service and based on experience come up with solutions.

## 4. Ask for volunteer to report back your findings at the end of the discussion

## 5. Re-read the main scenario out loud

If you are doing a function scenario, read the function scenario out loud as well

## 6. Record findings on flip chart.

Don't forget a separate sheet for off topic but important issues ie: "nuggets"

## 7. Pay attention and keep quiet

As facilitator, you must be attentive to what is happening at all times. Do not get side-tracked into long discussions with individuals. Try not to let the conversation get bogged down, move it along at a natural pace.

## 8. Get ready to report back

Ask the group for the three points that they found most relevant. Rank them and tell the group.