

At-a-Glance: Steps for a Successful Event

Stage	Steps	Considerations
Before	1. Select and gather the planning team	Select 5–8 adults who are viewed as caring adults by students. Gather the team at least 4–6 weeks prior to the event. These adults are on the planning team but can also serve as champions for the tables. From pre-planning to execution to wrap-up, make sure the planning team is engaged with the entire process.
	2. Determine the purpose.	Are you using data or results from a survey or a report as the wondering? Gather it to share with the planning team.
	3. Co-create questions	Questions should pertain to the purpose. The planning team establishes a draft of questions that should be reviewed by an equity team at the school, district, or region.
	4. Invite students or guests	Include invitations to students who have not had a voice in the school, program, or system. Obtain permission from parents/guardians to participate in a confidential listening session.
	5. Train the champions	Provide a training for all who are assisting at the event. It should include a discussion of expectations and the role of implicit bias. It should take place the day before or day of the event. Provide training to students on what the voice circle is, how their voice will be used to create change, expectations for participation, and how to excuse themselves if uncomfortable. Consider including information on student leadership and additional opportunities to use their voices for change.
During	6. Welcome the audience (students)	As the audience is welcomed by the facilitator, consider utilizing the “Voice Circle” slide deck to highlight the “why” behind the gathering and to express gratitude for those who are participating as guests. A sample slide deck is located at www.systems4support.com
	7. Circle Time!	This is the time when the educator becomes the learner, and the learner becomes the teacher. The facilitator is circulating and serving as a timekeeper.
	8. Conclusion of voice circle	Thank guests for participating and provide the directions for any exit questions. Champions write a thank you note to the students at their tables prior to leaving for the debrief.
After	9. Champion team debrief	Champions gather to debrief the event with the debrief document located at www.systems4support.com
	10. Determine next steps	Develop a plan for communicating with students regarding actions and/or next steps. How will the learning be shared? Will staff be the creators of an action plan or students? Will it involve a true partnership between educators and students? Consider reconvening your students to inform your progress.