

Facilitator's Conference Preparation Checklist

- Do you have a clear understanding of the incident?
- Has the offender admitted responsibility?
- Have you invited all necessary participants?
- Have you spoken to or met with all participants and secured their attendance?
- Do participants understand the conference process and its purpose?
- Do participants know how to contact you?
- Have you reserved a suitable room?
- Do participants know the time, date, location and how to get there?
- Have you developed a seating plan?
- Are you familiar with the conference facilitator's script?
- Have you thought about how the conference may unfold?
- Do you need assistance? Co-facilitator or scribe?
- Are you comfortable with supporting your participants in the agreement phase?
- Do you know what may happen if the conference does not reach an agreement or the offender fails to satisfy the agreement?
- Do you have the following items?
 - Facilitator script
 - Agreement form
 - Seating plan/labels
 - Attendee Sign-In Sheet
 - *Do Not Disturb* sign
 - Tissues
 - Refreshments
 - Post-Conference surveys
 - Pens, paper
 - Easel & marker, if desired