

## Sample Action Summit Agenda

1. Snacks, social time, music or poetry, and time to read summaries from each circle posted around the room

2. Welcome and Introductions

- Review agenda.
- Talk about the forum/study circle effort in the community.
- Thank facilitators and other key volunteers.

3. Reports from the Forums, Study Circles

- Ask one person from each circle to make a brief report about action ideas from their group
- Or, when the group is large (more than 60 people), post summaries from each group where everyone can see them. Invite a few people to report out on their group.

4. Overview of Community Assets

- A person from the organizing group reviews key community assets. These assets will help the community move action ideas forward.

5. Moving to Action

- The MC (Master of Ceremonies) identifies the main ideas from all the groups.
- People sign up for an action group or task force.
- Action groups meet and begin their work. (Ideally, a leader will have already been identified as part of identifying community assets.) They also set a date for their next meeting.

6. Closing remarks

- Closing remarks. (Including how the action efforts will be tracked and tied to further organizing.)
- Next steps. (Include plans for another round of circles, celebration, or check-in meeting.)
- Thanks to all.

from Everyday Democracy  
[www.everydaydemocracy.org](http://www.everydaydemocracy.org)