##### Run-of-Show Template

**Session name, date, and time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Indicators Survey link:** [https://www.surveymonkey.com/r/YV82R9Q](https://www.surveymonkey.com/r/YV82R9Q%20%20)

**Mentimeter link:** Entered by JSI prior to event

**Ideaboardz link:** <https://ideaboardz.com/> (for setting up your own board)

**Participant Feedback Form:** [https://www.surveymonkey.com/r/NJN82CY](https://urldefense.com/v3/__https%3A/www.surveymonkey.com/r/NJN82CY__;!!Npd4GBrkbw!jo0vmYcvSzToYLDVPfA1E-M1o2UugflUnOnj8mmOyWTLN-wpAJUqsLmnO_peGutf$)

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name** | **Role/Responsibility** | **Contact Info** |
| **JSI Team** | Corina Pinto | Lead Facilitator | Corina\_pinto@jsi.com  |
| Panos Smyrnios | Meeting Host | Panos\_smyrnios@jsi.com  |
| Madison MacLean | Tech Support | Madison\_maclean@jsi.com  |
| **Local Team** | Mindy Smith | Local Planning Team – Main Contact | Mindy\_smith@mail.com  |
| Dr. Maria Gomez | Local Leadership – President of Hospital | Dr\_gomez@mail.com  |
| Samuel  | Breakout Facilitator 1 | samcoleman@mail.com |
| Justin  | Scribe 1 | justin@mail.com  |
| Taylor | Breakout Facilitator 2 | taylor@mail.com  |
| Abdul | Scribe 2 | abdul@mail.com  |
| Chrissy | Breakout Facilitator 3 | chrissy@mail.com  |
| Anh | Scribe 3 | anh@mail.com  |
| **Other** | Jo Morrissey | Observer | jo@maine.com  |

| **What** | **Where** | **Time** | **Speaker** | **Presentation**  | **Staff** | **Tasks** | **Zoom Activity** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Meeting Prep** | Zoom | 30 minutes before meeting start time | Lead Facilitator | N/A | **Local Planning Committee Member(s), Breakout Facilitators, Breakout Scribes****Lead Facilitator & Meeting Host****Local Leadership** | * Join Zoom 30 minutes prior to scheduled meeting start time
* Participate in roll call/materials check
* Answer any outstanding questions
* Check to ensure PPT is in slideshow mode.
* Facilitate roll call/materials check for each Scribe:
	+ Do you have your Breakout Discussion Worksheet open?
	+ Reminder to monitor chat for discussion
	+ Reminder to download Zoom chat prior to the end of the Breakout Session,
* Facilitate roll call/materials check for each Breakout Facilitator:
	+ Do you have your Breakout Discussion Worksheet open?
	+ Reminder that links to Indicator Survey and Mentimeter are in the Breakout Discussion Worksheet and Run of Show
	+ Have you created your Ideaboardz?
* Answer questions as needed
* Meeting Host must enable the Lead Facilitator and all Breakout Scribes to share their screen

Log on 15 minutes prior to the official meeting start time | None |
| **Starting the meeting** | Zoom | 10 Minutes Prior | N/A | From PowerPoint presentation  | **Meeting Host****Lead Facilitator** | * Start the meeting
* Allow participants in from meeting room
* Mute all participants upon entry
* Enable closed captions
* Start recording

Share screen to show PowerPoint presentation.Ask participants to add their names to the chat box. Ask random, welcoming questions about the weather, sports, local trivia to make people feel welcome and at ease. | None |
| **Welcome**  | Main Zoom Room | 5 mins  | Local Planning Committee Member(s) | From PowerPoint Presentation | **Local Planning Committee Member(s)****Meeting Host****Lead Facilitator****Tech Support** | * Welcomeparticipants to the session
* Provide session ground rules and basic guidelines for using Zoom (e.g., chat and participants; open and close these features, hand raise, mute, video, etc.) and ask people to practice.
* Remind participants to mute in plenary session.
* Tell participants who they can chat to for tech support (see Run of Show for Tech Support staff’s name)

Continue to monitor and allow people in from waiting roomShare screen to show PowerPoint presentation, advance slidesMonitor chat for tech questions | Ask participants to practice typing in the chat, turning video on and off, raising hand |
| **Leadership Message** | Main Zoom Room | 5 mins | Local Leadership | From PowerPoint Presentation | **Local Leadership****Lead Facilitator****Tech Support** | Local leadership remarksShare screen to show PowerPoint presentation, advance slidesMonitor chat for tech questions | None |
| **Review of previous CHNA priorities and activities** | Main Zoom Room | 10 mins | Local Planning Committee Member(s) | From PowerPoint Presentation | **Local Planning Committee Member(s)****Lead Facilitator****Tech Support** | Provide an overview of County CHNA priorities and activities from 2019Share screen to show PowerPoint presentation, advance slidesMonitor chat for tech questions | None |
| **Present Key Data Findings** | Main Zoom Room | 25 mins  | Lead Facilitator | From PowerPoint presentation | **Lead Facilitator****Tech Support**  | Share screen to show PowerPoint presentation; present key data findings; advance slidesMonitor chat for tech questions | None |
| **Move to Breakout Rooms** | Main Room to BreakoutRooms | N/A | Lead Facilitator |  | **Meeting Host** | * Stop recording
* Move participants, Facilitator(s), and Scribe(s) into Breakout rooms
 | None |
| **MOVE PARTICIPANTS TO BREAKOUT SESSION; 3 MINUTE BREAK****While in Breakout Sessions, Meeting Host will keep time. They will message Breakout Facilitators with a 1 minute warning of when to wrap up each activity, and a 2 minute warning of when Breakout Session will end.** |
| **Ground Rules and Introductions** | BreakoutRoom | 5 min | Breakout Facilitator | None | **Breakout Facilitator****Breakout Scribe** | * Introductions & ice breaker (see Breakout Discussion Worksheet)
* Ground rules
* Review the process/materials
* Prepare to take notes in the Breakout Discussion Worksheet. An MS Word version of this worksheet will be available on the [Maine Shared CHNA Resources page](https://www.maine.gov/dhhs/mecdc/phdata/MaineCHNA/resources.shtml). (JSI will send this worksheet to Facilitators and Scribes prior to Mainstream Community Forums)
* Monitor chat while Facilitator leads discussion
 | Introductions and ice breaker |
| **QUESTION 1: Data Discussion** | BreakoutRoom | 5 min | Breakout Facilitator | None | **Breakout Facilitator****Breakout Scribe****Meeting Host** | Lead data discussion (see Breakout Discussion Worksheet)Take notes within Breakout Discussion WorksheetSend chat to Breakout Facilitators when there is 1 minute left for Question 1 | Participate in discussion |
| **QUESTION 2: Choose Indicators**  | BreakoutRoom | 10 min | Breakout Facilitator | None | **Breakout Facilitator****Breakout Scribe****Meeting Host** | * Provide link to [Indicator Survey](https://www.surveymonkey.com/r/YV82R9Q). Link is also included in Breakout Discussion Worksheet, Run of Show, and ME CHNA Community Engagement SmartSheet. Participants will choose as many indicators as they’d like
* Lead discussion (see Breakout Discussion Worksheet)

Log notes from discussion and indicators activity in the Breakout Discussion WorksheetSend chat to Breakout Facilitators when there is 1 minute left for Question 2 | Individuals will follow SurveyMonkey link to log their top Indicators |
| **QUESTION 3: Choose Priority Health Topic Areas** | Breakout Room | 10 min | Breakout Facilitator | N/A | **Breakout Facilitator****Breakout Scribe****Meeting Host** | * Put link to Mentimeter poll in the Chat. Link will be created by JSI and will be on the Breakout Discussion Worksheet and Run of Show. The Mentimeter provides opportunity for participants to choose their top 4 Priority Health Topic areas
* Lead discussion (see Breakout Discussion worksheet)
* Also, submit your Indicator Survey now

Log notes from discussion in the Breakout Discussion WorksheetSend chat to Breakout Facilitators when there is 1 minute left for Question 3 | Individuals take Mentimeter poll to log their top 4 Priority Health Topic AreasNOTE: In the event that participants are unable to use Mentimeter, ask them to use the chat box to vote for their top 4 Priority Health Topic areas. |
| **QUESTION4: Sticky Note Exercise** | BreakoutRoom | 10 min | Breakout Facilitator | Ideaboardz | **Breakout Facilitator****Breakout Scribe** | * Explain and demonstrate the Ideaboardz activity. (See Breakout Discussion worksheet)
* Answer any questions
* Then share link to Ideaboardz in the chat box;
* At the conclusion of the breakout session, export the Ideaboardz to PDF. Email the PDF to your Scribe
* Record any discussion that occurs in the Breakout Discussion Worksheet
 | Add Gaps/Barriers and Resources/Assets to for each of their chosen Priority Health Topic areasNOTE: In the event that participants are unable to use Ideaboardz, ask them to use the chat box to list assets and gaps/barriers for each of their chosen priority areas |
| **Wrap Up** | Breakout Room | 5 min | Breakout Facilitator | None | **Breakout Facilitator****Meeting Host****Breakout Scribe** | * Stop screen share
* Facilitate discussion (see Breakout Discussion Worksheet)
* Export Zoom chat and save (detailed instructions included in the Breakout Discussion worksheet)

Send chat to Breakout Facilitator when there are 2 minutes left in Breakout session* Record any discussion that occurs in the Breakout Discussion Worksheet
* Export Zoom chat and save (see detailed instructions in Breakout Discussion Worksheet)
 | Participate in discussion |
| **RECONVENE IN MAIN ZOOM ROOM** |
| **Reconvene and Review** | Main Zoom Room | 5 minutes | Local Planning Committee Member(s) | From PowerPoint presentation | **Local Planning Committee Member(s)** | * Thank participants for their insight and time
* Discuss next steps in CHNA process (see Speakers notes in PowerPoint)
 | None |
| **WRAP: Feedback and Share Top 4 Priority Topic Areas** | Main Zoom Room | 5 minutes | Lead Facilitator | Mentimeter poll | **Lead Facilitator** | * Share link to Participant Feedback Form in the chat: [https://www.surveymonkey.com/r/NJN82CY](https://urldefense.com/v3/__https%3A/www.surveymonkey.com/r/NJN82CY__;!!Npd4GBrkbw!jo0vmYcvSzToYLDVPfA1E-M1o2UugflUnOnj8mmOyWTLN-wpAJUqsLmnO_peGutf$)
* Screen share results of Priority Health Topic area voting in the Mentimeter poll (will show all health topic areas and # of votes received)
 | None |