**FACT Community Listening Session One Script**

*Instructions: This tool is intended for you to use as a guide. Depending on your familiarity and confidence level facilitating large groups, you may not need to rely on this guide word-for-word. You may ad-lib the content, but the Blanket Consent and Research Questions must be read exactly as written (or memorized).*

F1: Facilitator F2: Co-Facilitator N: Notetaker Observer

Introduction

F1: Good evening! And thank you to everyone who took the time out of their evening to spend some time with us. We really appreciate you showing up and contributing.

My name is [FIRST and LAST NAME] and I’m here with [INTRODUCE CO-FACILITATOR and NOTE TAKER NAMES] to ask you about food. We will be talking about everything that relates to food, from the large systems that affect us, such as farming, restaurants, and local laws, to the choices you make every day in your own kitchen or when shopping. Tonight, we are representing the Maricopa County Food System Coalition. But you are the expert in your community.

That’s why we’ve asked you to be here this evening - to listen to your answers to a series of questions. By learning exactly what you think are the best and most challenging parts of eating and managing food in your life, we can better work with you to develop solutions. The information we learn about tonight will be used to create questions for our next listening session, focused specifically on [INSERT NEIGHBORHOOD AND MUNICIPALITY NAME]. Our goal is to overlap the mission of the Maricopa County Food Systems Coalition with the goals of your community. Tonight is the first part of the conversation. A final report will be available to you upon request.

We’ll start off together, do some break out conversations, and then join back together before we leave. You will probably have different points of view, but there are no right or wrong answers. Please feel free to share your thoughts even if they are different than someone else’s.

 *[Read word for word, or memorize.]* Blanket Consent: When you signed the sign-in sheet, you read what we call a “blanket consent”. That means that you agree to be listened to, and we will capture your thoughts for the report. This may include note-taking or a digital audio recording. We will not be asking particularity personal questions, nor will we be including your identity or personally identifying information anywhere in the report. We will not link any answers to a specific person. We just want to make sure we capture things accurately. We will keep the recordings as a reference until we are done writing the report. They will be locked and secured, and destroyed at the report’s end. Does anyone have any questions about this part of the session?

*[Consultants are on site to support Facilitators with any questions, as needed.]*

As previously mentioned, if you stay until the end of the evening, your name will be entered to win one of three $75 grocery store gift cards.

Please make sure your nametag is visible. If you don’t want to use your own name, you may choose another name to be called.

F2: Ok. We plan to be here until [TIME]. Help yourself to refreshments as you need. Please find the restroom at [LOCATION] whenever you need a break. I’d like to remind you to silence your phone, and if there is an urgent matter, please step out if you need to talk or text.

As facilitators, it is our job to remain neutral. We cannot answer questions during the listening question. If you have a burning question that cannot be answered by other session participants, please write it down with the paper and pen provided and we can speak with you directly after the session. At some point, another facilitator or I may redirect the conversation so that we can focus our time. Our goal is for everyone’s voice to be heard.

F1: We are here to have a group discussion. I will ask some questions to guide the conversation, but you do not have to respond to only me. You are encouraged to have a group conversation. We would like to hear from all of you. If you are talking a lot, a facilitator may ask you to let others have a chance. If you are quiet, you may be asked to join in. We just want to be sure that everyone is heard.

As far as group rules go, please try not to interrupt when another group member is speaking. Please talk slowly so the notetaker and everyone else can understand you. We also want you to know it is ok to disagree respectfully.

Are there any additional questions before we get started? [When questions are complete, turn on recording device.]

[F1 goes over the following:]

Agenda

* Meal, gathering, and sign in (30 minutes)
* Welcome and introduction (20 minutes)...this is where we are now.
* Small group discussions (60 minutes)
* Wrap-up (10 minutes)

Warm Up

We’d like to get to know more about you. But we’ll keep the focus on food. We’ll exchange names in our smaller groups, but for now we want to get the blood flowing to your brains! [If you have a small group of 15 or fewer participants you may wish to do first names.]

Please back your chair up a bit so you have room to stand. I’m going to ask a series of questions, and if you identify with the question, stand up to tell us “Yes!”.

[F1 introduces next exercise and F1/F2 alternate giving prompts]

* You skipped breakfast this morning...coffee doesn’t count for food.
* Your job has to do with food, in a major way.
* You would say that you’re a coupon clipper.
* You consider yourself to be an adventurous eater.
* You’re a vegetarian.
* You’re a meat and potatoes kinda guy or gal.
* You make most of the decisions in your family about food.

Question #1

F1: Alright, thank you for sharing! Everyone can find a comfortable seat, at least for now. We are going to start with the full-group question part of our evening.

Please take a deep breath. [Speaking slowly] Think about how you meal plan, shop and pay for food, cook, or even grow food. [PAUSE for at least ten seconds] Now, close your eyes and imagine this for two minutes. [PAUSE for at least one minute] Now, fast forward five years and things have gotten better for you or easier for your community. What does this look like? What kind of improvements have been made?

[Record conversation, offer prompts]

→ Going off of the visions, connect the positives (assets) and negatives (needs) as relevant to promote conversation. Allow for 15 minutes or so of discussion. Facilitate as needed. F2 chimes in when appropriate/helpful by using eye contact techniques with F1.

→ F2 records large themes on white board and offers a reflection. F1 will use summary to segue into breakout groups.

F1: [Break into groups of 8 to 12 people:

Go around and introduce yourselves by first name. Identify the small group facilitator. Identify the notetaker, whether it’s a predetermined program volunteer (preferred) or willing, competent, and possibly skilled community member (in a pinch).

Facilitator begins to ask the questions.]

Question #2

[Reminder to start extra recording device at each small group.]

So, to get started, in your experience, what pieces are missing from how your community grows, sells, buys, or eats food?

[Record conversation, offer prompts]

→ Facilitate as needed.

→ Facilitator and/or notetaker offer a reflection for purposes of thoroughness, clarification, and confirmation.

Question #3

Next, I’d like to know, what is the hardest part of getting food in your community?

[Record conversation, offer generic or any of the following prompts]

* *How is the cost?*
* *What about the types or quality of stores, markets, or other food vendors?*
* *Are there any issues getting there?*
* *And the type of food available?*

→ Facilitate as needed.

→ Facilitator and/or notetaker offer a reflection for purposes of thoroughness, clarification, and confirmation.

Question #4

Thank you for that. Now, we’d like to spin the conversation a bit more positively. Remember we are talking about the entire system of food in your life. That includes everything that relates to food, from the large systems that affect us, such as farming, restaurants, and local laws, to the choices you make every day in your own kitchen or when shopping. In your experience, what’s working well in your community with food?

[Record conversation, offer prompts]

→ Facilitate as needed.

→ Facilitator and/or notetaker offer a reflection for purposes of thoroughness, clarification, and confirmation.

Question #5

This is our last question. Thank you for being so patient and hanging in there. When thinking about the role food plays in your life, what do you value most?

[Record conversation, offer generic or any of the following prompts]

* *What is the best part?*
* *What is your favorite?*
* *What does ‘good’ mean to you?*

→ Facilitate as needed.

→ Facilitator and/or notetaker offer a reflection for purposes of thoroughness, clarification, and confirmation.

[F1 reconvenes group with support of all small group facilitators]

Wrap up

F1: Thank you so much for sharing your knowledge, experience, and opinion with us today. Be sure you included your email on our sign-in sheet if you’d like to have tonight’s summary, or to receive an invitation to our next session. We hope you will come. The follow-up Community Listening Session will focus on co-created solutions between the Maricopa County Food Systems and you all. We’d like you then to tell us what you want to do about it and how you want to be involved. If anyone has closing comments or questions, we will stick around for about 15 minutes and are happy to share our contact information as requested!

F2: And now, to see who will win one of three $75 gift cards! You must be present to win. [draw raffle]