



INFORMATION MEETING GUIDE

BEFORE EVENT

- If possible, serve light refreshments and set up room in a U shape to increase sense of intimacy.
- Review this script before the meeting so that you are familiar with the process.

AGENDA (Times Approximate)

1. Welcome, Purpose, Agenda – 10 minutes
 2. Introductions – 15 minutes
 3. Overview of Challenge – 15 minutes
 4. Program Description – 10 minutes
 5. Q & A – 15 minutes
 6. Invitation to Participate – 10 minutes
 7. Sign-up – 15 minutes
- Total Time: 90 minutes

1. Welcome, Purpose, Agenda – 10 minutes

- Welcome: Welcome and appreciate people for coming. State your name and role as the team initiator.
- Purpose: To provide an opportunity to be part of the global warming solution. Add your personal motivation for organizing this event.
- Agenda: Introductions, overview of challenge, program description, Q & A, invitation to participate.

2. Introductions – 15 minutes

- Invite participants to state name, where they live, and any other important information and to say what they would like out of the meeting. If a large group limit the sharing to 8-10 people.

3. Overview of Challenge – 15 minutes

- Read out key passages from the Introduction.
- If people have seen Al Gore's movie "An Inconvenient Truth," invite to comment briefly on their experience.
- *Low Carbon Diet* Vision: Empowering Americans to become leaders in addressing the global warming issue.

4. Program Description – 10 minutes

- Show copy of this book and read “How the Program Works”

5. Q & A – 15 minutes

- Invite questions about the program and their participation. Draw out any concerns that individuals might have about participation.

6. Invitation to Participate on a Team – 10 minutes

- Ask how many are interested in participating in the program?
Acknowledge those that raise their hand and draw out any concerns from those who didn't. For those who can't join now, invite them to do program on their own or join a team in the future.
- Invite participants to spread the word to others and have them contact you if they wish to participate on a team. Provide your name, e-mail, and phone number on a flip chart if available.

7. Team Program Sign Up and Placement – 15 minutes

- If several teams are formed, organize in groups of 5–8 households by proximity, affinity, or other criteria.
- All can meet at one location and then divide up into sub-groups of 5–8 households or can divide up into separate teams. In either case, request a volunteer from each team to serve as team leader. Point them to the scripts on page 55 of the book that tell them how to lead the meetings.
- Set date(s) for the Team Building Meeting.

