

# MENTAL HEALTH AND AGRICULTURE FACILITATOR'S PLANNING CHECKLIST

umash.umn.edu/mental-health-and-agriculture

## NUTS AND BOLTS

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- » **Will you facilitate the group yourself or have a co-facilitator?**  
Discuss how you will co-facilitate the event.
- » **When and where will you hold the discussion?**  
Who do you contact to ask permission to use the facility?
- » **What technology is available at the facility?** (*laptop, projector, smart TV, speakers*)  
Will you access the video via the internet or use a thumb drive?
- » **Will you need additional speakers?**
- » **How will you publicize the event?**  
*Community organizations, church bulletins, newsletters, newspaper article, flyers, etc.*
- » **What kind of resources do you want for the group?** *Brochures from UMASH, NAMI of Minnesota, American Foundation for Suicide Prevention or others. Access resources from the facilitator guide.*
- » **Do you want to serve some light refreshments?** *Cookies/coffee or a light supper of soup.*

## BEFORE THE EVENT

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- » **Set up the room and technology.**
- » **Perform a sound check.**
- » **Preview the video to make sure the technology is working.**
- » **Put out refreshments, if any.**
- » **Put out a sign-in sheet and any handouts.**
- » **If you have a co-facilitator, talk about your strategy. At the least, decide who will do the opening and closing of the event.**
- » **Printing/downloading/material prep.**

⇒ SEE REVERSE

## DURING THE EVENT

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- » Depending on the audience, consider watching the video a couple times.
- » Be prepared to ask open-ended questions to prompt discussion, but also remember the goal of the event is a conversation, so allow the group's conversation to flow as appropriate.
- » Also, be prepared to re-direct the conversation if an individual tries to dominate the conversation.
- » Be watchful of the time and begin to wrap up the event at the designated time.
- » Remind the group about confidentiality.

## CLOSING THE EVENT

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- » Summarize a couple of things that you heard in the discussion.
- » Review available resources from UMASH, NAMI of Minnesota, American Foundation for Suicide Prevention, and other local resources.
- » Ask the group if there is an interest in meeting again.
- » Request specific feedback about the interest of the group.  
*For example, how often do they want to meet, what would be the purpose of meeting again - socializing or education?*
- » Remind the group again about the need for confidentiality.
- » Provide reassurance that as a community we can all be here - we are not alone.
- » Thank the group for coming. Acknowledge that it can be a difficult subject to talk about and recognize their courage in being open to the conversation.

## AFTER THE EVENT

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- » Follow up with any individual participant who appeared to be struggling emotionally and provide resources as appropriate.
- » Discuss what went well.
- » Discuss any problems in handling any participants or situations that came up.
- » Discuss how the event flowed between the facilitators, anything that could be done differently in the future.