

Preliminary Meeting – Will FEAST Work in This Community?INTRODUCTIONSWHY WE'RE HEREOUR INTERESTWHAT IS FEAST?

Sample Explanation of FEAST: FEAST is a program that developed out of the Oregon Food Bank. It offers a model for a type of event that gathers community around the topic of food/agriculture, facilitates conversations to help identify community food systems needs, and facilitates conversations to help the community form a vision and action items for the way forward in developing their food system. The FEAST Facilitator packet describes a “Community FEAST” event this way:

“A FEAST (Food Education Agriculture Solutions Together) is an opportunity for participants to engage in an informed and facilitated discussion about Food, Education, and Agriculture in their community and begin to work towards Solutions Together that will help build a healthier, more equitable and resilient local food system. This is an anchor event in a larger community organizing process that engages communities in making positive change in their local food system.”

A Community FEAST helps community members move from interest to action plan.

Sample Explanation of Community FEAST Event Program:

The Planning Committee can craft the program/agenda as desired, but here is what the FEAST Facilitator packet says:

Community FEAST – Overview of the Day

Registration

Introductions

Facilitators & Organizers; What is a Food System?

The Local Picture

Panel of food system experts from the local community

Community Food Systems & Organizing – Terms and Statewide Work

Context for visioning and planning work; outcomes from similar events that have happened elsewhere

Resources & Tools

Introduction to packet materials and explanation of evaluation process

Your Food Systems Vision

Group visioning/ brainstorming process (“snow card” exercise)

Creating a Community Foods Organizing Plan

Small group work based on organizing plan and partners worksheets

Next Steps & Evaluation

Planning a follow-up meeting for the entire group; Reminders about paper and online evaluations

RESPONSES/COMMENTS

-Will FEAST work in this community?

-If so, who would like to be involved in making FEAST, or a FEAST-like event happen?

FINAL COMMENTSNEXT STEPS

First Official Planning Committee Meeting

INTRODUCTIONS

-Who are you? What group(s) are you affiliated with? Why are you here?

Food, Education, Agriculture, Solutions Together (FEAST)

-Review: What is FEAST?

-Discussion: How can we take the FEAST model and apply it in our area?

Event Planning

-Goals: What are the goals of this event?

-Format: To meet our goals, what should the event itinerary look like?

-Food: Creative ideas for meeting food and beverage needs during the event?

-Materials: What non-food materials are needed to make this happen? (eg. post it notes, tables, chairs...)

-Timing: What day of the week? Time of day? Length? Thoughts on days in September?

-Promotions: How and who will promote this event?

-Attendees: Who should we be sure to invite? How many should we anticipate coming? Who will manage questions and pre-registrations?

-Location: Where should we hold this event?

-Volunteers: Who will gather volunteers for staffing the registration table? What other help is needed (set-up, during event, after event)? Who else can we partner with in throwing this event?

-Follow-up on event: What type of follow-up will there be after the event? Articles, blogs, other documentation?

-Follow-up with participants: Should we collect surveys during the event? What about following up to learn what actions resulted from this event? How will this look and who will do it? Other thoughts on follow-up with event participants?

-Any other considerations?

Closing Notes

Review of Action Items from this meeting– Anything missing from the list?

Next Meeting – When should we have our next meeting to review progress on action items?

2nd Planning Committee Meeting

Agenda Items:

- Timing & Venue
- Pre-registration
- Food Planning
- Promotions Planning
- Panelist Nominations
- Volunteer Roles
- Who to invite

Timing & Venue

WHEN: _____

WHERE: _____

Venue Details:

- capacity
- length of time available
- table and chair situation
- facilities
- etc.

Pre-registration

Food Planning

Promotion

Speakers

Volunteer Support

Who to invite/ How to publicize

Any other items of business?

ACTION ITEMS

3rd Planning Meeting

Flyer draft

Program draft & our roles

Pre-registration

Promotions planning

Food updates/planning

Panelist updates

Printed materials

Any other items of business?

Plan for final check-in meeting before event

Action Items