Consultation Host Checklist

What Is In This Kit?

- Introduction
- Consultation Host Checklist
- Facilitator Tips
- Note Takers' Tips
- Orientation for attendees (PowerPoint format)
- The 7 Questions
- Note Taker Template
- Follow-up and Next Steps
- Poster Template

Before The Consultation

- Set a date, time, and location for your consultation.
- Recruit participants using posters and via word of mouth.
- Identify people to act as facilitators and note takers.
- Meet with your facilitators to plan and review the agenda/activities.
- Contact the ministry at GreatToExcellent@ontario.ca if you have any additional questions.

Day Of The Consultation

- Set up the room to allow for the consultation.
- Set up any multi-media (i.e., lap top and screen for PowerPoint presentation and Minister's online message).
- Set table with supplies such as pens, paper, and question sheets at each participant's place.
- Hold your consultation – have fun!
- Record the number of people who participated for your online submission.
- At the end of the consultation, collect the notes from the note takers.

After The Consultation

- Consolidate the notes into one electronic document.
- Submit the notes from your discussions by November 30, 2013 by using the online submission form. Please see the Follow-up and Next Steps page included in this kit for more information.