Baltimore Green Forum
Script for MC

4:00 OPENING REMARKS (10 min)
• Welcome
• Explanation of BGF
• Overview of the afternoon (Program, Affinity, Report Backs, Announcements)
• Ask people to sign up for announcements (9 co-sponsors go first)

4:10 MAIN PROGRAM (45 min)
• Introduce speakers

4:55 MOMENT OF SILENCE (1 min)

4:56 EXPLAIN THE AFFINITY GROUPS (4 min)
• Opportunity to network about topics of interest.
• Open Space format – participants can propose a topic.
• Each group should have a focalizer, note-taker, time keeper and reporter.
• We’ll provide Affinity Group Guidelines for the focalizer.
• Affinity groups can volunteer to organize the monthly program.
• Groups can meet in the main meeting area, the office, or the church.
• Each group will have a few minutes to report back to the large group.
• When we return to the large group we will sit in a large circle.

5:00 FORM AFFINITY GROUPS (5 min)
• Invite participants to name a topic for a group they would like to focalize. Give them paper and a pen to write the name of their group.
• Invite folks to join whichever group they are drawn to.

5:05 AFFINITY GROUP MEETINGS (45 min)

5:45 Give each group a 5 minute warning. Set chairs up in a large circle. (5 min)

5:50 Tell the groups to return to the large circle. Move them along. (5 min)

5:55 AFFINITY GROUP REPORTS (15 min)
• Give each group an equal amount of time to report back.

6:10 ANNOUNCEMENTS (15 min)
• Work your way through the list. Limit announcements to 1 minute each.

6:25 CLOSING (5 min)
• Thank everyone for participating and invite them to come back next month.
• Thank the church for providing the space and ask folks to contribute money.
• Ask people to return their name tags and be sure to sign the email list.
• Ask people to help clean up.