



## Community Meeting Guide Script

**Date:**

**Lead Facilitator:**

**Secondary Support:** (indicate location or group as appropriate)

**One-on-One Support:**

**Tech:**

**Intro [lead]:** Hi everyone and welcome! Thank you all for being here tonight. PFLAG [Chapter Name] is a community organization focused on providing peer support, education, and advocacy for people who are LGBTQ+ and those who love them. My name is [lead] and my pronouns are [pronouns], I'm going to be facilitating the meeting tonight. I'm excited to be with you tonight and want to take a moment to introduce the purpose of these meetings and why we're all here. PFLAG chapters often host support meetings where folks can come together to talk about their experiences as family and community members of people from the LGBTQ+ community or as members of the LGBTQ+ community themselves. The [number of] facilitators are here to guide you through this [period of time]. I'll guide you in conversation, and [backup] and [one-on-one] will be here if we reach critical mass in our main room or if anyone wants to connect one-on-one. [Person] is here for any tech support.

Before we start, I'd love to start with some ground rules to set us up for success this evening [share the ground rules slide].

**Lead:** verbally share and discuss the ground rules from google slide.

Now, are there any questions or additions?

We're going to start with some introductions now. If you are able, we would love it if you could (virtual meeting: turn your cameras on so that we can connect with you on a visual level,

however, we understand if you cannot.) Please share your name, your pronouns, and what you'd like to get out of this meeting or this group, that would be great.

**5 minute warning for housekeeping (Person):** Thank you so much for your participation tonight. This was a wonderful way to start these meetings and conversations. I want to thank you for allowing me in this space. Remember that these meetings will happen every month at the same time, so the next meeting is [Meeting Details & Frequency here]. Now that you're registered, you'll get a reminder to register for the upcoming meeting [timeframe] in advance.

If there are questions, resource needs, or issues that arise over the coming weeks, please reach out to [chapter's general email].

One last thing: [Include any post meeting surveys, follow up, announcements here]. So, when you leave the meeting, a page will open up with 4 questions. If you have time, please do fill that out so that we can continue to improve on this space. Have a great rest of your day!