

- It is best practice to require folks to register so they understand what the workshop entails. After registration, email folks the document that describes what they need to bring to the event. You can make your own form and just use the questions from ours. Have volunteers and attendees register so you can keep track.
- Questions for registration form (in English/Spanish)
  - o At the top, a description of the event: Children's program and snacks provided with registration. At this event we provide a safety planning packet in case of any emergency. We will have music and a more personal family/community support space that can answer your questions. After registering, you will receive more information about what to expect and which documents to bring to the event. We DO NOT share this registration form on social media. The location of the event will be shared after registration.
  - o Can you attend?
  - o Name
  - o Phone number and email
  - o Which language are you more comfortable in (English/Spanish)?
  - o Are you a volunteer or participant?
  - o What is your favorite song or who is your favorite singer?
- In the past, we've had 2-3 N1M members (directly impacted folks) and 1-2 staff (Piper and/or AnnaRose) to lead the workshop. It is especially helpful if one of the leaders has filled out the packet for themselves or their family.
- It is important to provide childcare and snacks (with protein!) to keep the children/youth entertained and keep everyone nourished.
- As seen on the agenda provided, we do the following:
  - o Remind folks that what is shared here stays here, and the importance of privacy
  - o Icebreaker for everyone to introduce themselves and engage with one another
  - o Context for why the plan is important; we are not manifesting bad things to happen, but we are manifesting safety and preparedness
  - o Context for trauma and an optional breathing/visualization exercise to help folks feel grounded
  - o A brief walk through of different parts of the plan
  - o Remind folks that the Power of Attorney document cannot be signed until a notary is present. We've had a notary come to each event. If the event is 1-4pm, we'll have the notary arrive around 2:30-3, giving people enough time to fill out the packet before getting notarization.
  - o We like to put music on once people start filling out their packets.

- We have volunteers walking around, sitting with families/individuals and helping with any questions/misunderstandings. If there are extra bilingual volunteers, they can work on translating documents for people.