

Sandpit, Live! Facilitator Guidelines

Before you start to plan your Sandpit, Live! session, please read the following guidelines.

We have started the **Digital Sandpit** in response to members wanting space to practice, play and polish ideas that feed their creative or professional arts and health practice. The sessions should feel inclusive and informal: this is about sharing knowledge and having space to talk, reflect or even try out something with peers.

1. Your responsibilities

- You will work with the LAAH Facebook admin to create a Facebook event
- Your job is to facilitate the Sandpit, Live! session on Zoom, following the Facilitator tips (as below)
- LAAH will provide a generic Zoom account from which the session must be run, rather than your personal Zoom account
- You must follow our [community guidelines](#), which means removing or reporting any member engaging in hate speech, defamatory or abusive behaviour
- You must set up a google form (if relevant) and send this for feedback to the event attendees using the Zoom chat function

2. Facilitator checklist

- Have you set up a Facebook event, or worked with LAAH FB admin to create the event?
- Have you planned your session including:
 - A short check-in and check-out exercise?
 - Some topics or ideas for discussion in the breakout rooms?
- Have you set up your Google Form to capture feedback (if this is relevant)?
- Post event: send your google slide deck to LAH so they can share it with the private Facebook group.

3. Facilitator Top Tips

- Sandpit, Live! sessions are limited to 15 participants, which means that people should be able to input and be heard
- The length of the session should be minimum 40 minutes, maximum 1 hour (Zoom permitting)
- The layout of the session should roughly follow this format:
 - 5 min check-in and welcome
 - 20 min facilitator presentation
 - 20 minute task/breakout rooms (3 people per breakout room is optimal)
 - 10 mins sharing
 - 5 mins reflection
- In your breakout rooms, have some topics or ideas ready for trial or discussion if your group needs prompts
- Make sure you share your slide deck so that LAH can share this to the [Facebook group](#) after the event



NOTE: we recommend **not** recording the Zoom sessions. Instead, focus on driving conversation and networking back to the [Facebook group](#).

Any questions? Contact us: info@lahf.org.uk