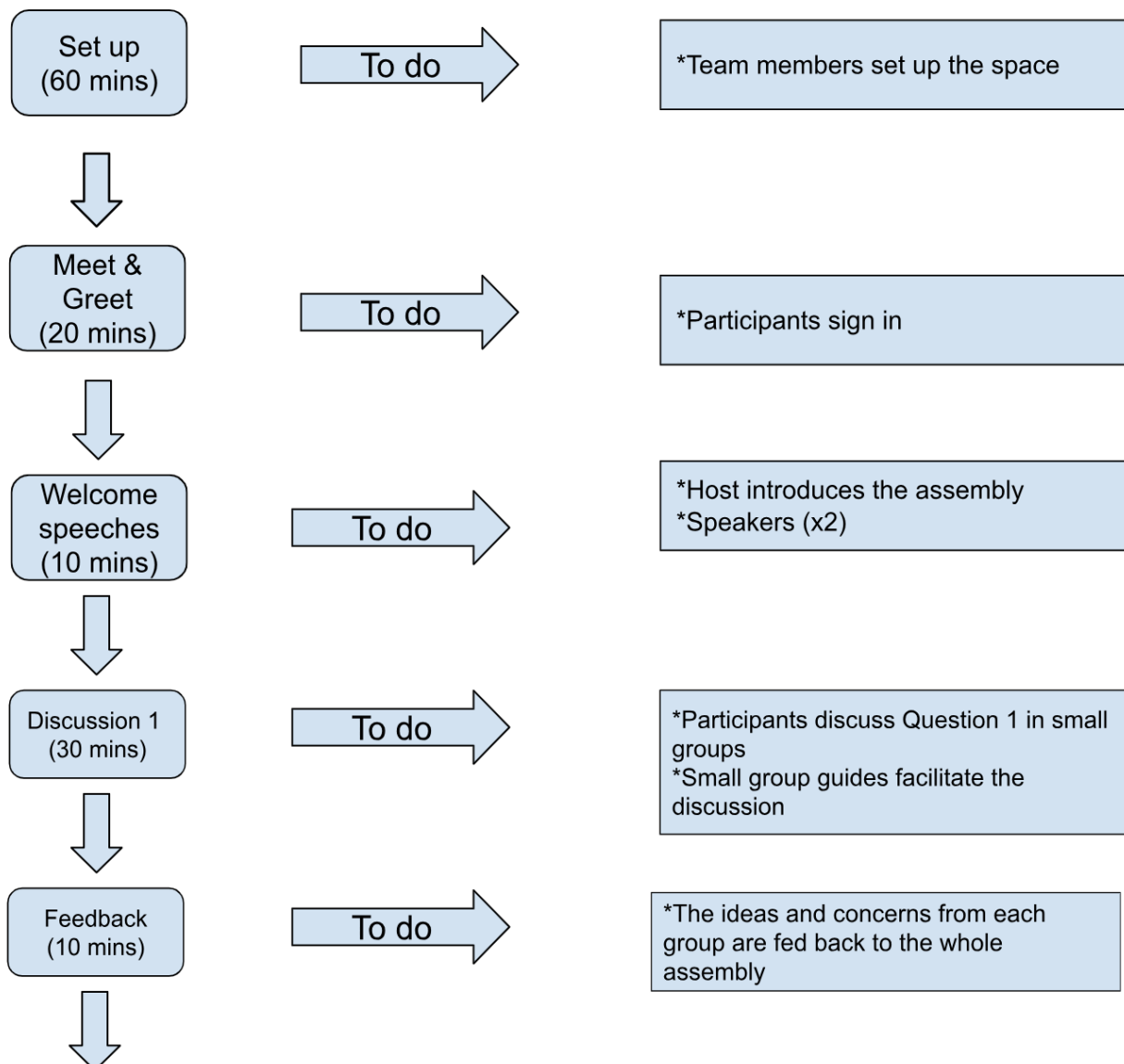
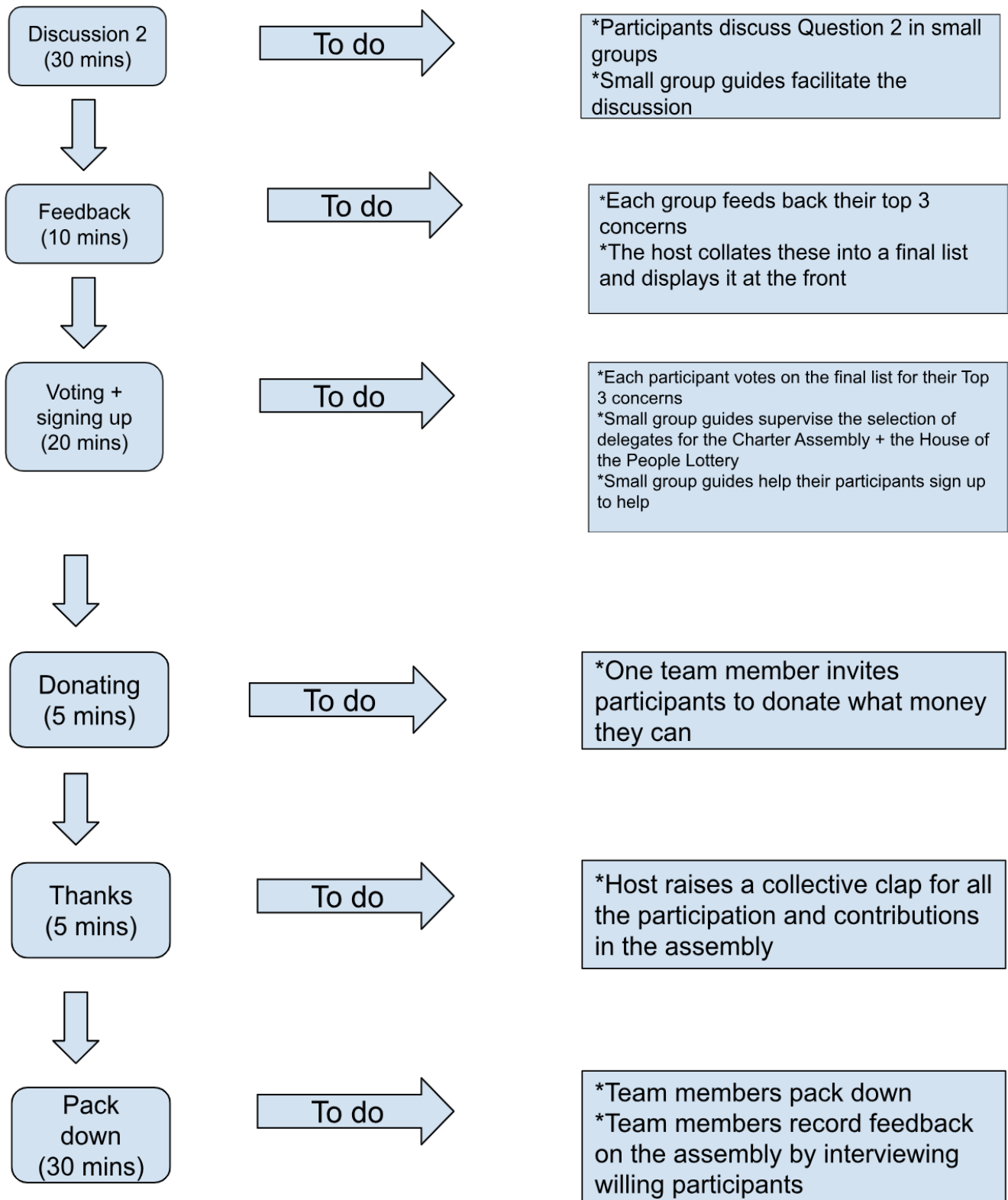


Guide for holding a Local Assembly

The time needed for the assembly, including set up and pack down, is **3 hours 50 minutes** so it's a good idea to book your venue for a total of 4 hours.

The assembly is structured as follows





Below is a more detailed explanation of what each stage of the assembly involves, along with links to further support material.

Set up (60 mins)

- ❖ Set up your welcome desk with one or two laptops for registration.
- ❖ Set out the chairs for the discussion groups in circles, maximum 8 people + the small group guide. (Do this in stages as people arrive rather than having a sea of empty circles as people come through the door).
- ❖ Make sure each circle of chairs has paper for the note-taker and anyone else who wants to jot things down. + some pens + large post-its + enough voting stickers for 3 per person + sign up sheets OR pledge cards..
- ❖ Make sure each circle of chairs has at least 2 donation QR codes.
- ❖ Position your cash donations box at the entrance, ready to be passed around at the donating stage.
- ❖ Set up the food and drinks station.
- ❖ Position an easel and flipchart at the front OR use a wall space with large paper sheets tacked up.
- ❖ Write up the 2 discussion questions so they are clearly visible to all participants OR placed in each group.
- ❖ Write up the Assemble website address so it's clearly visible to everyone: <https://timetoassemble.org> OR the [website QR code](#) + the [House of the People](#)
- ❖ See the [Event Checklist](#) for tasks to set up the space.
- ❖ See the [Inclusion & Accessibility](#) advice for ways of accommodating anyone who has specific needs.

Meet & Greet (20 mins)

- ❖ It is essential that people feel safe, comfortable, welcome and connected.
- ❖ Be alert to any special needs or inclusivity points and ask if in doubt.
- ❖ Four to six people should greet everyone warmly and show the food, drink, toilets and childcare facilities.
- ❖ Attendees' details must be collected via [Sign in sheet](#) Complete columns A-G on the door.
- ❖ Give people tape and a pen to write a name tag upon arrival.
- ❖ Tell people that photos and videos will be captured so direct people to sit at the 'no photo table', if they do not want to be featured.
- ❖ Invite people to take food at any point during the event.
- ❖ At least one person must remain by the entrance to greet late arrivals. Once the discussion has started, introduce them to a small group.

Welcome speeches (10 mins)

The **Host** introduces themselves and the speakers, welcomes the participants, and explains how the assembly will unfold, using the suggested [host script](#) but if you are the host, ensure the following points are covered:

- ❖ Remind people of the facilities (e.g. food, drink, toilets)
- ❖ Emphasise that anyone with specific needs should let you, or one of the team, know.
- ❖ Explain the running order: 1) Speeches by guest speakers 2) First discussion in a small group 3) Feedback session 4) Second discussion in small groups 4) Feedback of the top 3 solutions from each group 5) Voting on the top 5 demands we want to be passed to the Charter Assembly 5) Pathways to get involved with Assemble and future assemblies.

- ❖ Explain that the two discussion sessions in small groups will each last half an hour, and that this will involve listening to each other, not interrupting others, and respecting the views and experiences of others.
- ❖ Announce the date and venue of the Charter Assembly, and explain how the area Community Charter will be generated to go to the national House of the People assembly later in 2025.
- ❖ Remind people that photos and videos will be captured and used for media promotion of assemblies in the area so ask people to sit at the 'no photo table', if they are not already.
- ❖ Introduce the TWO **discussion questions** (they should be written clearly beforehand EITHER at the front of the room OR on large paper in each group) :

1. What are the problems in this area, the things you want to be better?

2. What solutions would you like to be included in your community charter?

Discussion 1 (30 mins)

In this discussion session, the group members put forward ideas on what they are concerned about in their area. It starts with a go-around when each group member has the opportunity to express their ideas. It may then, if time, develop into a more general discussion about the problems mentioned, when group members question and respond to each other. A note-taker in each group records the ideas to feed back to the whole assembly, and each main point from the discussion is written, separately, on a post-it to hand to the Host.

- ❖ Make sure the small group guides have been trained in how to guide the discussions and read the [Small Group Guides Support/script](#) to prepare for their role.
- ❖ The host keeps an eye on the time to end the discussion.

Feedback 1 (10 mins)

- ❖ The Host invites the note-taker from each group to sum up the main points from the discussion for the whole assembly.
- ❖ The Host collects all the post-its from the groups and sticks them on the flip chart, grouping ones that are related.
- ❖ The Host reminds people that the second discussion will end with voting in the small group to reach a consensus on the 3 top solutions they want to see in their list of demands from this assembly.

Discussion 2 (30 mins)

In this discussion session, the group members return to the concerns that were raised in their group in Discussion 1 or any topics from other groups on the post-its if they choose. They then offer their ideas about how a problem that affects them or others could be solved by either the local council or the national government. This will involve a go-around for group members to make suggestions, and then a more open discussion. The note-taker records the solutions put forward. In the last 5 minutes of this session, the small group guide asks all group members to vote on their top 3 solutions which are then written, separately, on post-its to hand to the Host. The discussion groups decide on 1 participant in the group to be a delegate at the July citizens' assembly in London.

- ❖ The Host gives the small group guides a 5 minute warning after 25 mins to ensure voting is completed.

Feedback (10 mins)

- ❖ The Host invites the note-taker from each group to read out the top 3 solutions from their group.
- ❖ The Host collects all the post-its and sticks them on a new flip chart sheet at the front, grouping any duplicates.
- ❖ The Host explains the next 20 mins will be spent in the same small groups. Every person will be given 3 stickers and, one group at a time, will stick these on their top 3 solutions on the post-its at the front to produce the final list of demands. At the same time, in their groups, everyone will get the chance to sign up to be involved in future assemblies in some way.

Voting & signing up (20 mins)

The small group guides supervise their participants in the following:

- ❖ Voting with their 3 stickers on the solutions post-its.
- ❖ Inviting volunteers to be delegates at the area Charter Assembly.
- ❖ Entering the national House of the People Lottery + the host chats with the delegates from the discussion groups.
- ❖ Signing up to help out with Assemble, or future assemblies in the area. This can be done with sign up sheets which list the options and collect contact details OR with small pledge cards in the discussion groups and which have tick boxes for options and spaces for NAME and NUMBER.. The [asking for help script](#) provides some ideas about how the small group guides might speak about this.

In the last 5 minutes of this session, the Host reads out the Top 5 solutions that will be included in the list of demands to be put forward to the Charter Assembly - emphasising that if people want to

take action on any issues raised today (like lobbying the council) then this will be arranged during follow-up phone calls with all participants.

Donate (5 mins)

The team member allocated to supervising this collective action to donate speaks to the whole assembly using the [donating script](#), making sure

- ❖ The QR codes for donations are easily accessible for everyone, along with the cash donations box, or the [website page](#).

Thanks (5 mins)

The Host

- ❖ The Host raises a collective clap for the contributions to the assembly.
- ❖ Reminds everyone about the date of the next assembly and encourages them to bring others along.
- ❖ As well as thanking people for coming, reminds them to check they have left their contact details.
- ❖ Explains they will be contacted shortly to ensure that however they would like to become involved with Assemble is made possible.
- ❖ Directs them to the <https://timetoassemble.org/events/> to find out more about Assemble & the House of the People, and to join a Welcome Call to get involved.

Pack Down (30 mins)

- ❖ Ask to interview a few individuals & capture it on video
 - Q1) *How did you find the assembly?*
 - Q2) *What were the most exciting ideas?*
 - Q3) *What surprised you most?*

Post-assembly (within 2 or 3 days)

- ❖ Keep the list of 5 demands decided on, the discussion group notes and the post-its to compile your report for the Charter Assembly.
- ❖ Produce a spreadsheet of the names and contact details of those who have committed to being a delegate at the Charter Assembly.
- ❖ Use the [Sign in sheet](#) to call attendees - complete columns H - M. Add volunteers to WhatsApp chat group.
- ❖ Complete the [Assembly Evaluation Form](#) (Make a copy) and pass it to the Assembly Support Team.

- ❖ Produce a spreadsheet of the nominations for the House of the People delegates and record their contact details.
- ❖ Upload your photos and videos to the Assemble channel.
- ❖ Let the community know about how the assembly went - social media posts, an article in the local press, local radio slot etc - to promote the next one.
- ❖ Collect the till/expenditure receipts from the team to pass to Assemble.

Good luck with your assembly! Talk to your Assembly Support Team contact about anything else you need - and enjoy!