



PMA Agenda template & Example

This is a companion to the [Highlander People's Movement Assembly Planning Worksheet](#). See also the [Popular Education Planning Worksheet](#) for another handy pop-ed planning tool.

Facilitators: _____

Date/Time: _____

Location: _____

Select one: On site / Virtual / Hybrid

Overall time available (in minutes): _____

Overall Goals/Purpose: *"The purpose of the Peoples Movement Assembly in [community] is to ...* _____*."*

Objectives specific to this Assembly: _____ Participants will come together and define the issues that impact the community, they will collectively decide the needs they have as a community to feel safe and prosperous, will come away with knowledge for effective strategies to meet those needs, and actions steps to complete those strategies. _____

Notes for the Planning and Facilitation Team using this template:

This PMA Agenda Template can work well for a group who's never convened together before, but be sure to consider the context of your PMA and what the objectives are. Reconvening a group would involve considerations of what came before and what needs to happen next to keep things moving forward toward the group's overall goals.

There are 5 main parts in this PMA Agenda:

- Opening
- Problems and Causes
- Utopian Vision
- Actions and Next Steps
- Closing

This example PMA is 4 hours long. It's possible to shorten the length by planning the opening and closing with one main breakout group activity instead of three.

Click forward to the

[Agenda Outline](#)

[Agenda Plan Detail](#)

Agenda Outline:

Times provided are simply provided as an example. In this example, the PMA is 4 hours long.

Time	Activity Description
10 min	Grounding, opening with spirit and culture
15 min	Introductions & Agreements
30 min.	Breakout group 1: Problems & Causes What is (are) the problem(s) in our community? Who is causing it? Name the people. Name the institutions. Name the companies. Notice patterns. What are the root causes?
15 min.	Shareback 1: Problems & Causes
15 min	BREAK
25 min	Fishbowl Activity : Vision What is our Utopian vision of a community or world where this problem does not exist? Push everyone to imagine beyond the current reality and systems and root causes.
15 min	deleted
10 min	BREAK
30 min	Breakout 3: Action What are immediate next steps that can be taken in the direction of that vision? What can we do together?
15 min	Shareback 3: Action
15 min	BREAK and Gallery Walk / Notes review
30 min	Collective decision-making, prioritizing of next steps, commitments.
10 min	Evaluation and debrief - How did the assembly go? What worked? What would we change?
5 min	Closing with spirit, culture

Agenda Plan Detail:

Times provided are simply provided as an example. In this example, the PMA is 4 hours long.

Time	Activity Description	Tech and Materials
10 min	Grounding, opening with spirit and culture Facilitator: _____ Objective for this section: Open by honoring all that went in to being together. Participants connect in a warm, relaxed, fun setting. _____ How will you and participants know this objective was achieved? _____ What will you do / say?: _____ What will participants do?: _____	Song lyrics sheets Plush toys to toss _____ _____ _____ _____ _____
15 min	Introductions and Agreements Facilitator: Introductions (everyone) Agreements& values- _____ Objective for this section: _Clarify the agreements participants will abide during the assembly. Clarify the values folks will move from. _____ How will you and participants know this objective was achieved? _____ What will you do / say?: introduce everyone on the team, thank everyone for coming, explain goal of PMA, agree to common terms for zoom etiquette, accessibility concerns, and inclusive language What will participants do?: _Detail their values, any accessibility and inclusion concerns, any questions for the	Butcher paper _____ _____ _____ _____ _____

	content of the PMA _____ _____ _____	
30 min.	Breakout group 1: Problems and Causes What is (are) the problem(s) in our community? Who is causing it? Name the people. Name the institutions. Name the companies. Notice patterns. What are the root causes? Facilitator: _____ Objective for this section: Clarify the problems, including the specific actors and root causes, impacting the community _____ _____ How will you and participants know this objective was achieved? _____ _____ What will you do / say?: _____ _____ What will participants do?: _____ _____	Blank Google Slides for notetaking _____ _____ _____ _____ _____
15 min.	Shareback 1: Problems and Causes What is (are) the problem(s) in our community? Who is causing it? Name the people. Name the institutions. Name the companies. Notice patterns. What are the root causes? Facilitator: _____ Objective for this section: Clarify the problems, including the specific actors and root causes, impacting the community. Hear back from breakout groups. _____ _____ How will you and participants know this objective was achieved? _____ _____ What will you do / say?: _____ _____	Tape _____ _____ _____ _____ _____

	What will participants do?: _____ _____	
15 min	BREAK	Music _____ _____
25 min	Activity: Vision What is our Utopian vision of a community or world where this problem does not exist? Push everyone to imagine beyond the current reality and systems and root causes. Facilitator: _____ Objective for this section: _____ _____ How will you and participants know this objective was achieved? _____ _____ What will you do / say?: _____ _____ What will participants do?: _____ _____	Markers _____ _____ _____ _____ _____
15 min	Shareback 2: Vision What is our Utopian vision of a community or world where this problem does not exist? Push everyone to imagine beyond the current reality and systems and root causes. Facilitator: _____ Objective for this section: Clarify the community's utopian vision _____ _____ How will you and participants know this objective was achieved? _____ _____ What will you do / say?: _____ _____ What will participants do?: _____ _____	Screenshare slides _____ _____ _____ _____ _____

10 min	BREAK	Music _____ _____
30 min	Breakout 3: Action What are immediate next steps or actions that can be taken in the direction of that vision? What can we do together? Facilitator: _____ Objective for this section: Clarify actions that can be taken collectively. _____ _____ How will you and participants know this objective was achieved? _____ _____ _____ What will you do / say?: _____ _____ _____ What will participants do?: _____ _____ _____	Handouts Pens _____ _____ _____ _____ _____
15 min	Shareback 3: Action What are immediate next steps or actions that can be taken in the direction of that vision? What can we do together? Facilitator: _____ Objective for this section: Clarify actions that can be taken collectively. _____ _____ How will you and participants know this objective was achieved? _____ _____ _____ What will you do / say?: _____ _____ _____ What will participants do?: _____ _____ _____	Blank Butcher Paper _____ _____ _____ _____ _____
15 min	BREAK and Gallery Walk / Notes review Facilitator: _____	Tape Extra Butcher paper

	Objective for this section: _____ How will you and participants know this objective was achieved? _____ What will you do / say?: _____ What will participants do?: _____	labeled "Patterns" Post-its Pens _____ _____ _____ _____ _____
30 min	Collective decision-making, prioritizing of next steps, commitments. Facilitator: _____ Objective for this section: Decide collectively what the priorities are, what the next steps need to be, what commitments you're making individually and collectively. Come away with energy and excitement about next steps. How will you and participants know this objective was achieved? Clear next steps with assignments and deadlines. _____ _____ What will you do / say?: _____ _____ What will participants do?: _____ _____	Post-its Pens _____ _____ _____ _____ _____
10 min	Evaluation and debrief - How did the assembly go? What worked? What would we change? Facilitator: _____ Objective for this section: Participants reflect on the objectives for the assembly and share what worked to help the group meet those objectives, as well as what could be changed to better help the group meet the objectives _____ _____	Butcher Paper Post-its _____ _____ _____ _____ _____

	How will you and participants know this objective was achieved? _____ _____ _____ What will you do / say?: _____ _____ _____ What will participants do?: _____ _____ _____	
5 min	Closing with spirit, culture Facilitator: _____ Objective for this section: Provide closure to the space. Honor the time spent. Send people away feeling good and hopeful. _____ _____ How will you and participants know this objective was achieved? _____ _____ _____ What will you do / say?: _____ _____ _____ What will participants do?: _____ _____ _____	Song lyrics _____ _____ _____ _____ _____