



Discussion Project Project Coordinator Handbook

Through the Discussion Project, the Maine Humanities Council offers comprehensive support to individuals and organizations all over Maine who want to convene members of their community for rich discussions, grounded in texts, of things that matter to them.

Whether the people in a group are linked by their work, their place, or their lived experience, every project is intended to foster real communication and connection among participants through listening and being listened to. Every project's discussions are grounded in the group's shared experience of a compelling text or set of texts. And every project is created with the aim of being both valuable and as easy as possible for a particular community to join – so every project is unique.

Our dream is that anyone and everyone in Maine who wants to should have the opportunity to join in a sustained, meaningful discussion with others about things that really matter to them. In an effort to get closer to making this dream a reality, we are especially keen to support projects proposed by people and organizations serving those who are most deeply isolated from each other and the wider community, and those whose work has public impact.

We endeavor to conduct all aspects of the Discussion Project in alignment with our [MISSION and VISION](#) and with our [DIVERSITY, EQUITY AND INCLUSION PLAN](#).

The Project Coordinator is the linchpin person who makes a Discussion Project happen: clarifying who will gather and what topics and texts they will discuss; reaching out to potential participants and managing registration; taking care of logistics and materials distribution; keeping track of attendance and getting feedback.

The work the Project Coordinator does is grounded in the concrete work of settling schedules and sending reminders and tracking paperwork. But the heart of it is hosting – inviting people to spend time together for a particular, shared purpose, and setting things up so that their time together can be as nourishing and rewarding as possible.

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What does a Discussion Project look like?

Each Discussion Project is unique – created by and for a particular group, in a particular place and time, and unfolding through the interaction of the particular people who meet and talk at each session.

At the same time, all of our Discussion Projects are built on the same basic framework -- a group of people gather and discuss a text they have all encountered – and share the same broad goal of making room for the people who participate to develop a sense of connection, agency, and engagement.

Gathering: In her book *The Art of Gathering*, Priya Parker observes that “gathering -- the conscious bringing together of people for a reason – shapes the way we think, feel, and make sense of our world.” We hope that every Discussion Project is a gathering like this, where *these people* have been brought together for *this reason*, at *this time*. People gathering for a Discussion Project are invited to explore together topics and issues that are important and complex and challenging for them to think and talk about. One result is that participants don’t spend much time inside their Discussion Project sessions engaging in small talk or catching up with each other personally. Instead, people tend to develop a deeper understanding of each other, seeing more sides of each other, even when some or all of them already know each other from other contexts.

Practicing: By and large, groups gather for a Discussion Project in part because it foregrounds a topic or issue that is important to them in some way – often hoping to learn more about it. A distinctive feature of the Discussion Project is that delivering new *information* about a topic is only a secondary concern; the primary focus is on *how* we engage with the information, narratives, and ways of thinking we encounter when we read and talk together about them. One result is that each participant is thus free to explore and learn from the material in their own way, according to their own lights. Through discussion, participants share their curiosity, insight and experience with others through listening and being listened to. People get a chance to practice learning with and from each other, together.

The Role of the Text

Texts give participants a shared experience to discuss and introduce participants to voices that are new to them and / or reflect their own concerns and insights in new and unexpected ways. And while texts often touch on situations and issues that participants feel deeply about, having a text to focus on also relieves participants of any obligation to share personal experience directly.

A text can be anything participants read or watch or listen to or look at. A text might be long (like a novel or a feature film) or short (like a poem or a song). People might be asked to read / watch / listen to the text ahead of time or it might be presented or reviewed during the meeting. Sometimes both.

Convenience and Ease

It's important to MHC that the logistics of joining and participating in a discussion be as simple as possible. Every program should be arranged with attention to the participants' actual needs – including timing, preparation, getting there, and the format of the discussions themselves.

Connection, Agency, Engagement

Over time, as people have told us what it was like for them to participate in one of our discussion series, three things have emerged as especially vital and transformative. These are three of the things we hope arise for Discussion Project participants – at least for some, at least sometimes:

Agency: Feeling able to do things of your own choosing, of your own volition, according to your own best lights and understanding of the situation at hand.

Connection: The felt sense of sharing something important with others – listening closely and being listened to as people share something fundamental, like the urge to find words for how it feels to be alive, to share the effort of understanding.

Engagement: Putting one's own ideas and actions into play in ways that are valuable to the people around you – joining in to do what needs doing.

Application & Selection

The Project Coordinator is typically the person who completes and submits the application for a Discussion Project.

An idea of who you hope to gather and what kinds of reading or topics you'd like the group to discuss is all you need in order to apply.

A team of MHC staff reviews applications, using our [Program Criteria](#) as a guide, and contacts everyone who applies within 6 weeks of the application deadline to let them know whether or not they've been awarded a Discussion Project for the season.

We review applications three times each year: in November for winter/spring sessions; in April for summer sessions; and in July for fall sessions.

We host online info sessions about the Discussion Project during every application cycle. MHC staff are also happy to talk with you at any point in the application process.

Orientation

All Project Coordinators, along with any community partners who are collaborating with them in organizing the Discussion Project, are asked to attend an orientation—a 90-minute meeting held via Zoom.

At the orientation Project Coordinators have a chance to meet MHC staff, meet each other, and go over the key components of implementing a Discussion Project. Many general questions are answered here, and sharing plans with other Project Coordinators often inspires new ideas and interesting refinements to people's projects.

Cost Sharing

We at MHC aim to make our programs accessible to anyone, anywhere in Maine. We do not require any group to pay in order to host a Discussion Project. But any time our program partners help share the costs, it means we are able to serve more communities around Maine.

Each individual Discussion Project program costs the Maine Humanities Council around \$3,000. We invite any organization that is able and would like to share some of the cost of the program with us to let us know via email or in an early planning meeting the amount they plan to contribute, and we send an invoice for that amount.

Notification about the option of cost sharing is included in the award email. If you have any questions about cost sharing, your MHC Point Person or any member of the MHC program staff will be happy to talk them through with you.

Key collaborators

You, the Project Coordinator

The Project Coordinator is the linchpin person who makes a Discussion Project happen: clarifying who will gather and what topics and texts they will discuss; reaching out to potential participants and managing registration; taking care of logistics and materials distribution; keeping track of attendance and getting feedback.

The work the Project Coordinator does is grounded in the concrete work of settling schedules and sending reminders and tracking paperwork. But the heart of it is hosting – inviting people to spend time together for a particular, shared purpose, and setting things up so that their time together can be as nourishing and rewarding as possible.

As the meetings happen, you will be the person who sends reminders, takes attendance, makes sure everyone can find the link or the room.

You will also be the person people in the group come to with questions about the group, or talk with about how participation in the group is going for them. They may share with you or need to talk over aspects of the project that are especially rewarding or problematic for them.

But the Project Coordinator doesn't do *everything*.

Community Partners

We strongly encourage Project Coordinators to seek out people and / or organizations in their community who can work with them on their Discussion Project.

It can be very rewarding when several people or organizations work together from the beginning, developing the idea for the Project together, and all working to reach out to potential participants from their own networks.

Even an idea is already fully formed, it can be very helpful for the Project Coordinator to find one or two other people or organizations who can help with outreach.

If you are working closely with one other person or several, we are more than happy to include them in any meetings and email strings that need everyone's input.

At the same time, the Project Coordinator is still the main point of contact for MHC; information and reminders will be sent to you – and we trust that you will be the one to be in touch with us if any questions or concerns arise.

Facilitator

MHC contracts a facilitator for each Discussion Project.

The facilitator will be the person who holds the discussions inside each session by doing things like:

- setting expectations and establishing a structure for discussions,
- offering prompts or asking questions,
- inviting people to put their attention onto one text or another, or providing additional texts
- making sure there is space for everyone to speak and listen.

The Project Coordinator welcomes people in, takes attendance, and helps set the tone for the group through their own participation in the discussion.

The facilitator is your most important collaborator as the sessions unfold. They will look to you for help in understanding the needs and expectations that your group has, before the group starts and as the series goes along, and will share with you any concerns or insights that arise for them.

Close and consistent communication between the Project Coordinator and the Facilitator is important to a Discussion Project's ease and success!

Sometimes the Project Coordinator is also contracted as the Facilitator.

MHC Point Person

Every Discussion Project is assigned a Point Person from among the MHC program staff. Your point person will work with you particularly closely during the planning phase of your project but will be available (and delighted!) to talk with you about anything that arises throughout the duration of your Discussion Project.

In particular, your Point Person will:

- Introduce you to your facilitator and help settle location and scheduling
- Help develop or refine your outreach plans and reading list
- Order your reading materials and send them along to sites and facilitators as they're ready
- Provide a flyer for the Project Coordinator to print and use in marketing and outreach
- When it's helpful, assist with publicizing events – generally, this is for public programs, especially those events that gather participants from across the state via Zoom.

We encourage all of the key collaborators to remain in close communication.

Are you finding it challenging to recruit participants?

Are many more people than you expected wanting to register?

Is there a delay in getting or distributing the reading materials?

Be in touch your MHC Point Person – we really do love to talk about these things with you!

Would it be helpful for the facilitator know more about the dynamics of your group?

Or for you to know more about what the facilitator plans to do?

Please be in touch with your facilitator – they are really committed to making *your*

Discussion Project as rewarding as possible for your group!

Or email both at once! More communication is better than less.

Successful collaboration relies on each of the people collaborating on a Discussion Project understanding their role, asking for help when necessary, communicating their needs, and using each other as resources.

Planning

We anticipate that most Discussion Projects will need about 6 weeks between the time when logistics are settled and the first meeting to allow for mindful outreach and timely distribution of reading materials.

The first substantial planning meeting typically happens once MHC has contracted a facilitator for your Discussion Project. If you are planning your project in collaboration with community partners, or with one or more colleagues or collaborators in your community, be sure to invite them to join you at this meeting.

The **key elements of planning** are:

- choosing dates and times for your project's sessions
- settling or confirming an in-person meeting location or online meeting platform
- selecting or confirming which texts the group will read
- developing a strategy for reaching out to potential participants

The majority of these can often be decided on during the first planning meeting.

There might be additional email communication or another planning meeting to finalize the texts, settle a logistical issue that needs to be confirmed with people not present at the meeting, or to refine or adjust an outreach strategy.

Choosing Texts

Your MHC point person will talk with you about the texts for your group, and work with you to make sure that you feel confident and happy with the materials your group will be using.

Our closest concern is that you choose texts that will support the people participating in your group in engaging with issues and topics that are important to them. You and others in your community are best placed to know what the people you're gathering are most wanting or needing to discuss, as well as the time they have to spend reading, their reading level, and any other barriers they face – as well as what they may find especially delightful or nourishing.

Here are a few things to consider when you're thinking about texts for your group:

Vitality ... we hope that you choose texts that are genuinely alive for you, and that you and your group engage with them in ways that spark curiosity and excitement. What would be really rewarding to read / watch / listen to together? What would be really meaningful, really satisfying, to discuss with these people, now?

Variety increases the likelihood that each participant might see themselves in what they read, and that they'll also encounter people and situations outside of their own experience.

- **perspectives, voices, and lived experience:** It's important to us that the texts draw from the full diversity of lived experience, and foreground voices and perspectives that have routinely been ignored or marginalized.
- **kinds of text:** There are so many people using every possible genre, style, structure, length, medium to engage with what matters most to them! Even if your group is particularly wanting to *know* more about a topic through reading or watching non-fiction accounts that explain an issue, including fiction or poetry in your list as well will give people other, more personal ways into the topic that often enrich understanding and discussion.
- Variety is available not only within the texts of your Discussion Project but also in the wider context of your group's experience. What's unfamiliar to you? What's new for your group?

Simplicity often makes a list of readings feel possible – even easy – so that participants feel readily able to attend and join in. What would feel simple to your group, now?

- One or two books can be enough to anchor a series of discussions. Read and discussed in sections, a single book can often yield several very rich discussions. It's easy to add variety by including short supplementary readings alongside it – poems, a short essay, a short story, a podcast.
- Reading a selection of poems instead of a book can feel simple – allowing people to encounter the text inside the session rather than having to read ahead.
- Reading one whole book per session is what feels simple to some groups.

Availability. Whatever you choose, we have to be able to get new copies of the books you choose or access to any online content to participants easily. Books need to be in print in the USA, for example.

Many groups choose to focus on or include one of our **Featured Reads** – books that we know touch on a wide variety of important issues, and that we feature in larger programming as well as in Discussion Projects. Participants in groups that include one of these books are always invited to participate in our larger programs. Sometimes too Discussion Projects reading a text in common arrange to share a session, for example, in order to expand their own experience.

Getting your Texts & Materials

MHC will provide you with the books, readings, or other materials your group needs for full participation in your Discussion Project. Once texts have been agreed on for the group, your MHC Point Person will talk through with you how best to get them to you and your group's participants.

If possible, we like to send program materials to Discussion Project sites using the statewide interlibrary loan service. For libraries, this allows direct delivery. For Discussion Projects being hosted by other kinds of organizations or by individuals, the books can be delivered to your nearest public library for you to pick up.

This delivery method is simple and cost effective for us, and we endeavor to make it as easy as possible for Project Coordinators to use. Materials arrive in reusable containers (a zipper envelope or a big grey plastic box/tote) which you return through your library using labels we provide. Kyle is happy to help if you have questions: kyle@mainehumanities.org

If delivery through the library system won't work for your Project or participants, we'll mail texts and materials to you so that you can distribute them. Or – if need be – we'll mail them directly to your group's participants.

If you do need us to mail materials to participants, remember that we will need registrations and complete mailing addresses as early as possible in order to be sure that everyone gets their materials in time.

Location, Schedule, & Set-up

A Discussion Project can be held in any place, or on any online platform, that is convenient and easy for the participants of the group, the facilitator, and you to get to. Whether you're planning to meet in person in a room or a Zoom link, it's important to think through what barriers there might be to all or some of the people you hope will attend, and how they might be avoided or readily overcome.

Similarly, it's important to settle on a schedule that is likely to fit as easily as possible into the lives and schedules of the people you are hoping to bring together, including yourself and the facilitator. Making a schedule that avoids known conflicts and is on days / at times that seem likely to suit most people can go a long way towards making it possible for people to attend at least some of the sessions.

The setup of the room, if you're meeting in person, and the basic structure of the sessions should be settled by the Project Coordinator and the Facilitator together ahead of the first meeting.

Will you meet up a few minutes before the official start time to settle in? Does the Project Coordinator have the biographical information necessary to introduce the facilitator? Does the facilitator want to forward any information to participants before the meeting?

If meeting in person:

- How will the room be set up? Does there need to be space for people to move into smaller groups?
- Is any technology needed? (e.g. a projector and adaptor to share a video)
- Will you need note paper and writing utensils for participants?
- What is the current participant count? Is there any last-minute information to share about potential group dynamics?

If meeting on Zoom or another online meeting platform:

- Does everyone have the meeting link?
- Who should be host and co-host?
- Should participants come prepared with anything particular when they join the meeting? (e.g. paper, writing utensil)

The Project Coordinator should plan to send reminder emails to participants a day or two before, or even on the day of each session. It's especially important when meeting via Zoom or other online meeting platform to make sure everyone has the meeting link handy. Be sure to cc or bcc the facilitator and even the MHC Point Person.

Publicizing and Documenting Your Project

Key Things:

- Use your [Project Coordinator Toolkit](#).
- Use the branded flyer and web image we provide.
- Share information about your Discussion Project before, during, and after.

Sharing news and information about your Discussion Project is important for many reasons, but can sometimes seem like extra work. The Maine Humanities Council is excited to provide tools and resources to make it a little easier and ensure you have successful participant recruitment, inspire excitement in your community, and share the impact of your Discussion Project.

Share with your community that you've been chosen to host a Discussion Project

After you've been awarded a Discussion Project and have touched base with your MHC Point Person, we strongly encourage you to make an announcement online—on social media, in your e-newsletter, on your website. This is a great way to encourage excitement and get the word out early that you will be hosting a Discussion Project.

Still don't know all the dates and details? That's OK! After sharing that you've been awarded, people will be eager to know and learn more. You can find branded announcement images, copy, and more in your [Project Coordinator Toolkit](#).

Branded Flyer and Web Image

Branded Flyer: Your MHC Point Person will be providing you with a branded flyer for your Discussion Project. This is for printing and posting in your community, not for web use or social media. Examples of places to post your flyer are: Your workplace, library, local businesses, the post office, or other spaces for sharing community news.

Social Media/Web Image: Your MHC Point Person will also be providing you with a branded web image that includes up to two book covers and your org name if applicable. Use this image for Facebook Events, adding to your e-newsletter, website, or other online use. Additional web images and social media tools can be found in your [Project Coordinator Toolkit](#).

We ask that you do not alter the MHC-branded images that we provide. If it's your organization's policy to include your logo on publicity materials, you are welcome to create your own and [include the MHC logo](#).

Talking about the Discussion Project

While topics, texts, and participants are unique from one Discussion Project to the next, it's important to provide a general description of what the Discussion Project is. This is helpful in communicating that your project is part of the larger cohort throughout Maine and that it carries the full weight and support of the Maine Humanities Council.

Program Description: The Discussion Project is a specific program of the Maine Humanities Council and your project should be titled and described as such. Copy for sharing in announcements, project descriptions, press releases, or more can be found in your [Project Coordinator Toolkit](#).

Use in Outreach: Use these tools and resources for talking about your Discussion Project in whatever media channels are most effective in the communities you're focusing on gathering (email, social media, paper flyers, etc.) and share with any community partners.

Keep talking...during and after

Don't stop talking about Discussion Project after your first session. If possible, we recommend documenting your project and giving an update on social media, in your e-news, or on your website at the midpoint and after the last session. This is a great way to share the impact of your project with your community, followers, and MHC Point Person.

Some ways to let people know:

- Share a picture of everyone holding one of the featured texts.
- Make an announcement of how many participants have attended.
- Encourage participants to take pictures and share their experiences on social media.
- Share a story of the Discussion Project as a press release with your local paper.

Visit your [Project Coordinator Toolkit](#) for further tools and resources.

Gathering Your Group

Recruiting participants from the full diversity of the community your Discussion Project was intended to gather is vital to the success of the project.

While we have a range of resources and tools you can use, *how* you use them should be appropriate to the people you are hoping to reach and invite to participate.

Share the invitation to participate through whatever channels are most effective in the communities you're focusing on gathering (email, social media, paper flyers, etc.) – and also brainstorm with your MHC Point Person and any community partners how best to make genuine connections with people you hope will join your group.

Personal invitations from respected people within a community are often the most successful, particularly when you are inviting people who have not been part of a discussion group before, or who haven't interacted with you or your organization before. Inviting people yourself, and working closely with others who can invite people from their community, will help make your other outreach efforts more successful. Building on existing relationships and developing new ones are part of the process of gathering your group.

There is more about outreach and publicity in the section on Publicizing and Documenting Your Project. Materials to help you are available in the [Project Coordinator Toolkit](#).

Registration

We ask that you register everyone who plans to participate in your group – even if they are only going to be able to attend one session of the series.

We have an [Excel template](#) that you are welcome to use – but encourage you to use whatever system works best for you. If you or your organization already has a registration system in place, use that! or if you prefer Google Sheets, use that! **The column headers in the Excel template indicate the information we need.** We do not share this information with anyone; participants are able to opt out of mailings from MHC.

If books are being shipped directly to participants by MHC, we need complete registration information, including accurate mailing addresses, as soon as possible.

Otherwise, we'll request registration information alongside all the other final paperwork.

The First Session

It is probably no surprise that the comfort level of participants generally increases with each meeting. MHC trains facilitators to take a decent portion at the start of the first session to highlight what the program is and isn't, collaboratively create and agree to group discussion norms, and provide everyone a chance to use their voice through introductions and a check-in. This helps establish a supportive group environment that encourages each individual to embrace moments discomfort and participate as their full selves.

After the first session, it's helpful for the site coordinator and facilitator to debrief. MHC point people are happy to join this conversation to listen in, offer additional support, and share perspectives.

What went well? What felt clunky? Are there issues to troubleshoot? What strategies should carry over to the next session? What might be good to try next? This doesn't have to be an intense or formal meeting. In fact, in many cases it can happen over email or by lingering for a few minutes at the end of the session. This debrief is important as it provides an opportunity to acknowledge whether or not it feels like this DP is moving in the right direction for the group, site coordinator, and facilitator.

Once it's up and running

The remaining sessions often fall into an easy rhythm for everyone.

Project Coordinator and Facilitator check in a few days prior to the session. A reminder goes out to participants: meeting details (date, time, location/link) and texts. And if anything comes up, it gets talked through – by any or all: Project Coordinator, Facilitator, Community Partners, MHC Point Person.

Tracking & Paperwork

When your program ends, we will ask for you four pieces of paperwork: Registrations, Feedback, Attendance, and an In-kind report. Links to all the necessary forms and documents can be found in the [Project Coordinator Toolkit](#).

Registrations

We have an [Excel template](#) that you are welcome to use – but encourage you to use whatever system works best for you. If you or your organization already has a registration system in place, use that! or if you prefer Google Sheets, use that! **The column headers in the Excel template indicate the information we need.** We do not share this information with anyone; participants are able to opt out of mailings from MHC.

If you have provided this information at the start of your program, you need not provide it again.

Feedback

We ask for feedback from Project Coordinators, and we ask Project Coordinators and Facilitators to work to together to gather feedback from participants.

Coordinators are required to fill out an online end-of-project evaluation. Your feedback helps us to deepen and improve our programs; talk about programs more effectively with potential collaborators, participants, and funders; and most importantly, it helps us to better understand the experiences of our valued partners.

We also need and use feedback from participants – which we share back with you! A few minutes at the end of the final session should be set aside for participants to fill out a short survey about the program.

If the group has met in person, the MHC Point Person will send a file for the Project Coordinator to print and distribute.

If the group has met online, a link to an online survey should be pasted into the chat. The survey links are located in both the [Project Coordinator Toolkit](#) and [Facilitator Toolkit](#).

We take the feedback from these surveys very seriously!

Not only does our funding depend on it, but also the suggestions and trends we see in this data carry significant weight as we make decisions about our programs.

MHC will send several email reminders about paperwork and evaluations throughout the Discussion Project season to all project coordinators and facilitators. The MHC Point Person will also send reminders and is available to clarify which survey to use should there be any confusion.

Attendance

We ask that you keep track of the number of people who attend each session of your Discussion Project. You'll be asked for these numbers as part of your Project Coordinator evaluation form. These numbers are critical for the reports required of us by the National Endowment for the Humanities and other funders.

In-kind

The National Endowment for the Humanities and other funders also ask that we report how much the partners we work with contribute in time and expenses. Preparation time (including meetings with us); unpaid attendance by staff or volunteers; costs incurred by sites for refreshments, publicity, meeting space, and WiFi can all count as [In-Kind contributions](#). You can report your In-Kind contribution using the form in your [Project Coordinator Handbook](#).

After my Discussion Project, What Next? What Else?

If we could just get the books ...

There are a variety of ways to get sets of books!

- The [MHC Book Bank](#): we list books we have on hand, you request what you want from among them, and we send them to you – all for free!
- [Books Only Discussion Project](#): if you have a particular plan in mind, with a facilitator and a theme and a set of readings that you want to use – and just need the books, [apply here](#). We review applications on a rolling basis.

Readers Retreat

Our annual [Readers Retreat](#) is a chance to dive into one extraordinary book for a whole weekend. Participants get to hear from and engage with a variety of speakers and thinkers who've spent a long time with the book, and get plenty of opportunities to talk with each other ... it's like a Discussion Project ... only MORE.

Other MHC programs

We have a range of other programs that bring people together in various ways to engage with texts of all kinds and with each other:

[Maine Speaks](#)

[Read ME](#)

[Poetry Express](#)

[The Big Question](#)

MHC Grants

If you have an idea for a project that involves the humanities and engages your community, and need funding in order to make it happen – [apply for a grant!](#)

[We offer grants](#) in small and large amounts, and from time to time are able to offer special grants for projects of particular kinds.

Timeline & Checklist

You receive notification that you've been awarded a Discussion Project.

... within 2 weeks of receiving your award notification:

- Touch base with your MHC Point Person
- Let your community know that you have been awarded a Discussion Project!
 - [Project Coordinator Toolkit](#)
- Attend an orientation session for Project Coordinators

When will your Discussion Project start?

... 8 weeks before your Discussion Project starts:

- Figure out how many sessions you will need for your project
- Discuss and decide on the texts your group will use
- Settle on how best to distribute materials
- Meet with your facilitator to outline the details of the project
- Agree on a schedule for your group – dates, times, location/platform

... as soon as you have the logistics settled:

- Invite potential participants to join your Discussion Project!
 - Flyer
 - Social Media
 - Email
 - In conversations
- Register participants

... 2 weeks before your first meeting

- Start distributing materials to participants

... 1 week before your first meeting

- Be sure everyone knows all the details – dates, times, location / link – and anything else they need to know about participating

Hold your Discussion Project sessions! Meet and discuss!

- Take attendance at each meeting
- Keep your group's participants in the loop: remind them of sessions and texts, let them know if anything comes up or changes
- Stay in touch with your Facilitator and MHC point person
- Distribute surveys at the final session

... within 2 weeks of the last session

- Complete and send us your end of program paperwork
 - Reflection
 - In-kind Form
 - Registrations
- Debrief with your MHC Point Person

Links to Documents & Resources

Key Documents:

[Mission and Vision](#)

[DEI Plan](#)

[Discussion Project Fundamentals](#)

[Program Criteria](#)

[Project Coordinator Toolkit](#)

[Registration Form](#)

[In-kind/Travel Form](#)

MHC Programs

[Book Bank](#)

[Books Only Discussion Project](#)

[Discussion Project](#)

[Readers Retreat](#)

[Maine Speaks](#)

[Read ME](#)

[Poetry Express](#)

[The Big Question](#)

[Grants](#)