Recommended Use Time
30-60 mins

Exchange Planner

Good for plotting the elements of your PR Exchange and planning how to bring these together for the event.

The PR Exchange is an event to promote the purpose and requirements of Participation Requests amongst people and communities in and across their local area. By bringing together groups with experience and those who are new to the process, the PR Exchange aims to create a space for sharing, learning, discussing ideas. This tool can be used to stimulate discussion around hosting a PR Exchange at an existing community development session, meeting, or event. Go through this sheet together and discuss each section to build your PR Exchange event.

We've included some prompts on this page to help your discussion. The PR Exchange is an excellent opportunity to distribute and discuss the Toolbox, like the **PR Portal** and **Mission Control** for example. To promote the Exchange event use the **Exchange Invite**.

Use this space to develop an agenda or structure for the PR Exchange. How will you balance the presentation of information, questions, discussion, reflection, and networking?

Which key contacts from your local authority could be involved? Do you have links to other community organisations or groups?

Do you want to keep the PR Exchange broad and open, or are you aware of local issue that could be addressed?

1. Which topics should we discuss?	2. Who should we invite?

3. How will we build the exchange together?

4. Team roles									
5. Actions & Responsibilities									

Map out what needs to be put in place to coordinate your PR Exchange like key dates and deadlines.

Are there any costs for travel, venue hire, subsistence, printing, stationery, technology requirements?

Who will lead on inviting contributors, public promotion, venue logistics? Will the PR Exchange be face-to-face or virtual?

Who will chair and who will facilitate each aspect of the event?

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