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| 1. **NAME** of the resource / tool
 | Public and Annotated Agenda for a Policy Forum focused on Building Awareness |
| 1. **WHAT** is the purpose of the resource / tool?
 | The annotated agenda shows the coordination behind the forum’s program, clarifying everyone’s roles and times to speak. The public agenda outlines the topics to be covered at that event. |
| 1. **WHO** developed the resource / tool? (If it was adapted from an existing document, please include a citation for the original source.)
 | This document was developed for Best Start Palmdale in collaboration with community members, BSF grantee, and partners featured at the event.The art work on the public agenda was developed by Los Angeles Preschool Advocacy Initiative (LAPAI) for a series of forums they were hosting throughout Southern California in 2017-2018. |
| 1. **HOW** should the resource / tool be used?
2. *What circumstances are ideal/appropriate?*
3. *By whom and when?*
4. *Is a particular skill set or special preparation needed?*
 | 1. This tool can be used by a group planning a forum focused on increasing awareness about an issue. Thus, the agenda explains two topics and allows for conversation after the information is given. Additionally, the event connects the local experience to a broader context and early education movement, so members leave the event with actionable ideas.
2. This tool can be adapted by a group or committee planning a similar event.
3. A main task of the group facilitator(s) is to coordinate with all the various groups assisting with outreach, logistics, flyer development, and revising PowerPoint presentations to ensure these are parent-friendly and limited to a few slides, so there is enough time for dialogue.
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| 1. **WHY** is this resource being recommended? (What makes is especially effective or useful for community-based work?)
 | As the Best Start initiative move into advocacy, these documents can serve as reference to consider when planning their own event.  |