

- I. Host welcome (2 minutes)
Host circulates sign-in sheet (provided by Americans for the Arts) and assigns a note taker.
- II. Introductions (15 minutes)
Each participant gives his or her name, title, organization, and the most pressing issue he or she is currently facing as an emerging arts leader. Note taker records these issues.
- III. Purpose of Creative Conversations (3 minutes)
Host gives a short background on the Americans for the Arts Emerging Leaders Network, reviews the goals of the Creative Conversations, and distributes Americans for the Arts Emerging Leader Network brochures.
- IV. Conversation starter/ice breaker activity (10 minutes)
See the Local Host tool kit for a list of suggested conversation starters.
- V. Discussion of emerging leader issues (25 minutes)
The group dialogues on the issues raised in the introductions. What are the most common concerns faced by emerging leaders in their communities? Do any participants have suggested solutions or best practices to share?
- VI. Next steps (5 minutes)
 - A. Determine the next meeting date(s), volunteers to host the next meeting, and suggestions for possible topics or speakers.
 - B. Consider establishing a local emerging arts leader listserv and direct participants to the Americans for the Arts Emerging Leader listserv.
- VII. Ask participants to complete evaluation.



Sample Agenda Two-Hour Meeting

- I. Host welcome (2 minutes)
Host circulates sign-in sheet (provided by Americans for the Arts) and assigns a note taker.
- II. Introductions (15 minutes)
Each participant gives his or her name, title, organization, and the most pressing issue he or she is currently facing as an emerging arts leader. Note taker records these issues.
- III. Purpose of Creative Conversations (3 minutes)
Host gives a short background on the Americans for the Arts Emerging Leaders Network, reviews the goals of the Creative Conversations, and distributes Americans for the Arts Emerging Leader Network brochures.
- IV. Conversation starter/ice breaker activity (15 minutes)
See the Local Host tool kit for a list of suggested conversation starters.
- V. Discussion of emerging leader issues (30 minutes)
The group dialogues on the issues raised in the introductions. What are the most common concerns faced by emerging leaders in their communities? Do any participants have suggested solutions or best practices to share?
- VI. Break (15 minutes)
- VII. Split into groups of three or more to discuss issues facing the field (30 minutes)
Choose from topics suggested in the Local Host tool kit, plus any additional topics that the group may want to discuss. Participants self-select discussions they want to join. Assign a note taker in each group and use the last 10 minutes to report back to the larger group.
- VIII. Next steps (10 minutes)
 - A. Determine the next meeting date(s), volunteers to host the next meeting, and suggestions for possible topics or speakers.
 - B. Consider establishing a local emerging arts leader listserv and direct participants to the Americans for the Arts Emerging Leader listserv.
- IX. Ask participants to complete evaluation.



Sample Agenda Two-Hour Meeting with Keynote Speaker

- I. Host welcome (2 minutes)
Host circulates sign-in sheet (provided by Americans for the Arts) and assigns a note taker.
- II. Introductions (15 minutes)
Each participant gives his or her name, title, organization, and the most pressing issue he or she is currently facing as an emerging arts leader. Note taker records these issues.
- III. Purpose of Creative Conversations (3 minutes)
Host gives a short background on the Americans for the Arts Emerging Leaders Network, reviews the goals of the Creative Conversations, and distributes Americans for the Arts Emerging Leader Network brochures.
- IV. Conversation starter/ice breaker activity (10 minutes)
See the Local Host tool kit for a list of suggested conversation starters.
- V. Discussion of emerging leader issues (25 minutes)
The group dialogues on the issues raised in the introductions. What are the most common concerns faced by emerging leaders in their communities? Do any participants have suggested solutions or best practices to share?
- VI. Break (10 minutes)
- VII. Keynote speaker (45 minutes)
Speaker addresses issue(s) pertaining to emerging leaders in the local community and facilitates a question-and-answer session.
- IX. Next steps (10 minutes)
 - A. Determine the next meeting date(s), volunteers to host the next meeting, and suggestions for possible topics or speakers.
 - B. Consider establishing a local emerging arts leader listserv and direct participants to the Americans for the Arts Emerging Leader listserv.
- X. Ask participants to complete evaluation.