

TASK
6

Worksheets

Sample Questions for Planning a Kickoff Event or Annual Meeting

Question	Answer
What is the meeting goal?	
What are your objectives?	
What are your desired meeting outcomes?	
Who will chair the meeting?	
Are there other key attendees in addition to the chair around whom you should select a meeting date?	
How will you assess needs and barriers when it comes to increasing CRC screening?	
How will the group move beyond identifying needs and barriers to identify solutions and next step?	
If you are planning on surveying attendees/ organizations prior to the kickoff, what would you want to learn from them?	
What are three priority topics that need to be addressed?	1
	2
	3
Who are national or statewide presenters that can help inform these topics and/or offer successful models to address barriers?	1
	2
	3

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Question	Answer
What discussions are required to advance the work of your group and move the group to solutions and next steps? How much time will be needed for these discussions?	
Have you built in time to identify get volunteers to support those steps?	
How and when will you follow up with meeting attendees?	
Will you solicit additional member contributions? (meeting space, sponsorship, speakers, etc.)	

Sample Questions for a Pre-Meeting Survey

A pre-meeting survey can aid in identify themes, priority discussion areas, and points of agreement and contention among stakeholders. The following questions are provided as a guide in forming your own pre-meeting survey.

<ul style="list-style-type: none"> • What is the most important role your organization can play in supporting colorectal cancer screening in the surrounding communities? 	<ul style="list-style-type: none"> • How do you recommend we overcome challenges to rural and underserved communities?
<ul style="list-style-type: none"> • What are some of the biggest challenges facing your organization in regards to playing the roles you have suggested? 	<ul style="list-style-type: none"> • Which essential partners should we work with at the local level to improve colorectal cancer screening?
<ul style="list-style-type: none"> • What do you recommend for helping overcome those challenges? 	<ul style="list-style-type: none"> • What issues could benefit by being addressed from a policy or legislative perspective?
<ul style="list-style-type: none"> • What challenges are unique to rural or underserved communities? 	<ul style="list-style-type: none"> • What other advice do you have for us on accelerating support for CRC screening, not captured above?