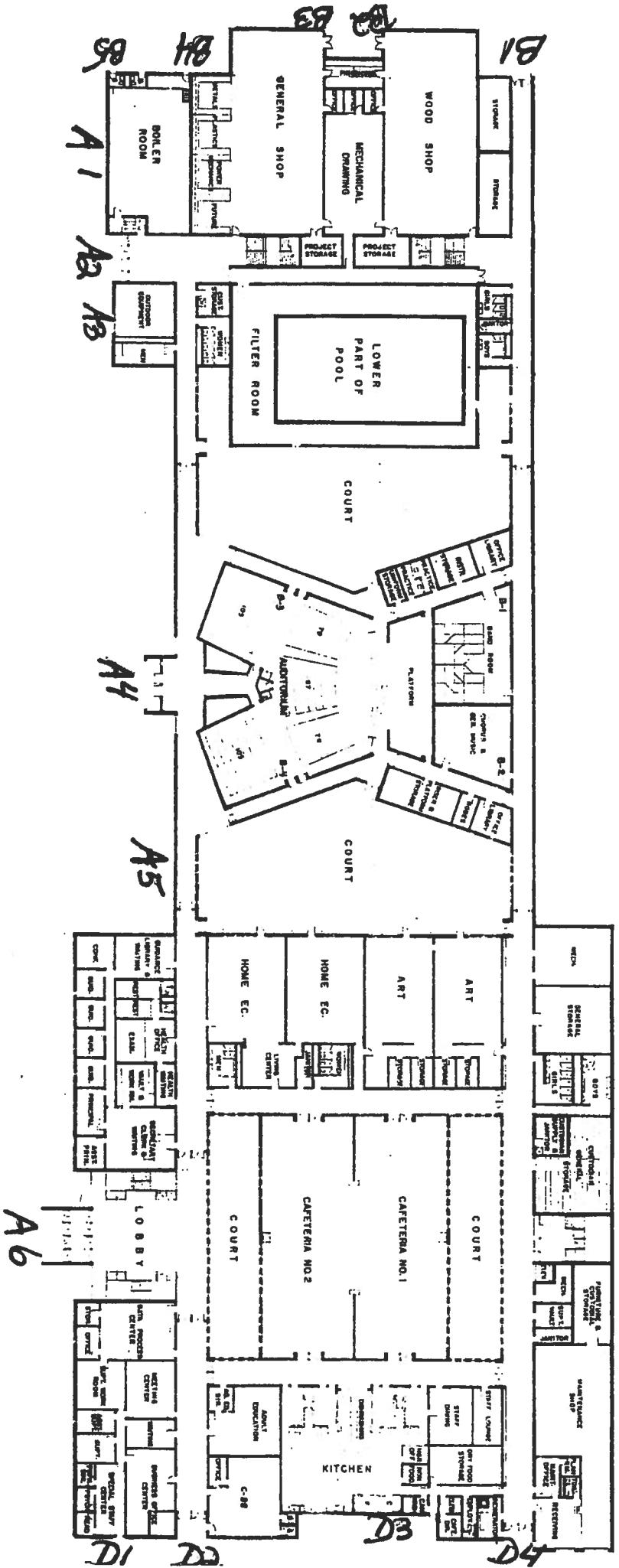
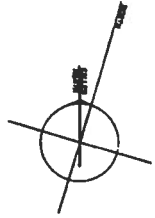
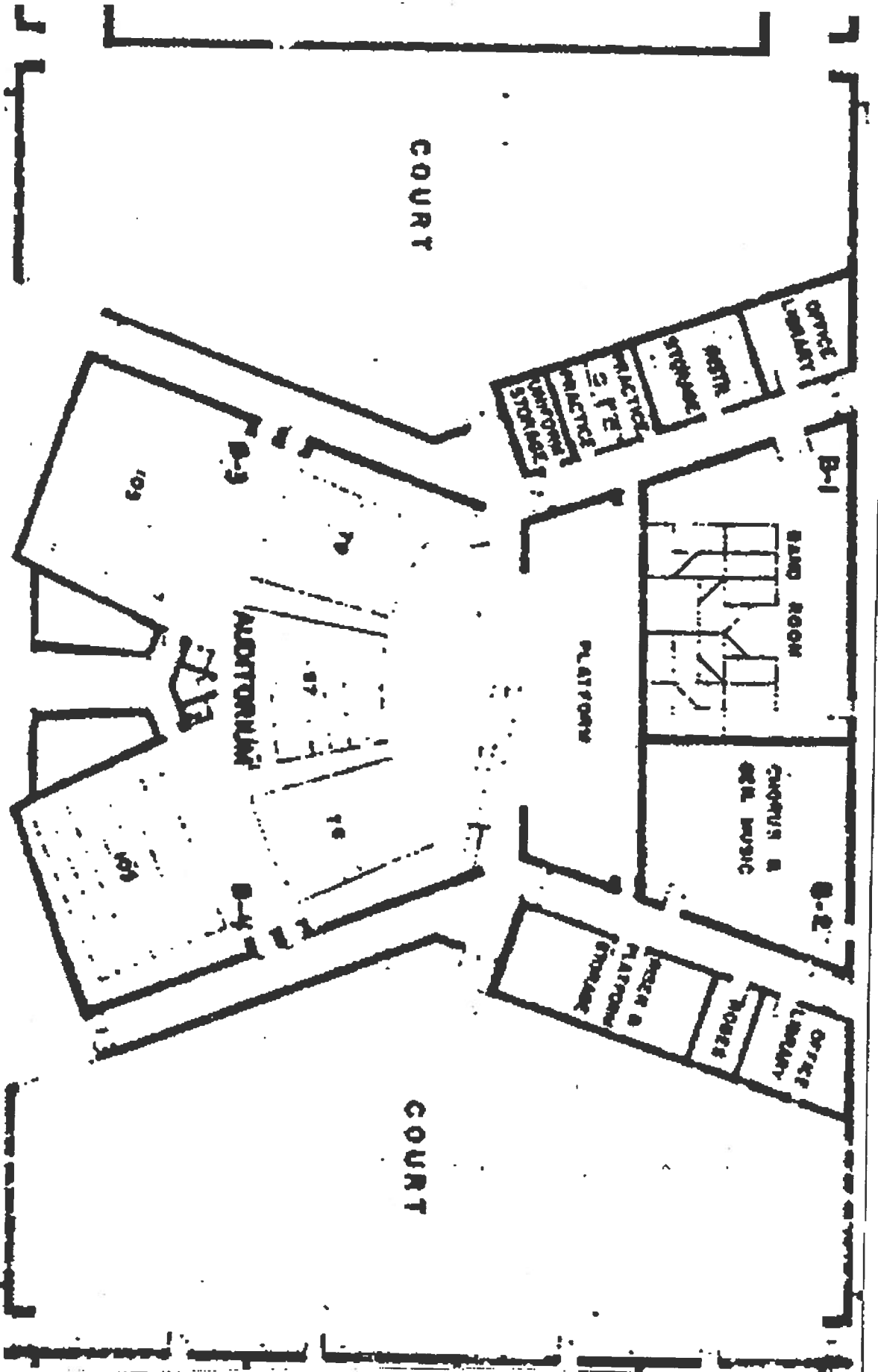


UPPER LEVEL PLAN  
 AMHERST REGIONAL JUNIOR HIGH SCHOOL  
 AMHERST - POLICE REGIONAL SCHOOL DISTRICT  
 AMHERST, MASSACHUSETTS

AMHERST REGIONAL JUNIOR HIGH SCHOOL



#, 1



A4

A5

Early set-up crew - *Custodian*

Know ahead number of tables and chairs needed (based on orgs. requesting & own needs), & extras

Exterior signs on road & near entrance for directions to event

Sound system and Audio Visual

*Computer + projector*

*2 digital projectors*

How do lights work, heat if needed?

Paper plates, napkins, cups,

Recycling bins, trash bins, vacuum, broom, mop

Food & drink donations (what type of food?)(Trader Joe's, Whole Foods, Watrobas, Cousins Mkt, Atkins, local bakeries (Henion & WheatBerry), Big Y, S & S

Rolls of paper to cover tables for World Café segment

Sharpie-type pens for World Café portion (how many – variety pack of 25 at Target for \$20)

Clean up crew

?Daily schedule on large poster board?

Sign up sheets for each break-out group meeting

Sign-up for TA

Inside signs? —

*Container gardening.*

?Where do people sit for opening session remarks? (Put out chairs; set up chairs in break out rooms?)

Evaluation form for participant feedback?

Greeters & registration and/or name tag helpers

Time keepers (for world café and Open Marketplace) to notify break out groups

Floating problem solvers, & to check in with break out groups throughout the event

**Promoting:**

Notice to church bulletins, notice to co-sponsors/supporters, press release & PSA, Farm to Table radio show, WMUA Focus radio show (ask Ellie Gatti) , Event Flyer posted around town, ??????????

**Here is an idea/rough template for a “cover letter” to include with e-mails asking individuals and organizations to help us promote the October 13<sup>th</sup> event.**

**Transition Amherst** invites you to participate in an event titled *All Things Community: Celebrating Amherst in Transition*, on October 13, 12:30 to 5:30 in the Amherst Middle School on Chestnut Street.

**Transition Amherst** is the 102<sup>nd</sup> community organizing group in the USA, and one of thousands around the world participating in the Transition Towns movement, helping communities to become more resilient in the face of future energy shocks, extreme weather events, and economic uncertainty. If we plan and act early enough, if we use our creativity and cooperation to unleash the genius within our local communities, we can build an enriching and fulfilling future that is more connected to and more gentle on the Earth. The **October 13<sup>th</sup>** event is an opportunity to connect with local groups, your neighbors and other residents, envision the future together, and lay the groundwork for a stronger community.

**Transition Amherst's *All Things Community*** event on October 13<sup>th</sup> has been planned by a group of local residents as an opportunity for Amherst to come together and explore what it will take to make our community more prepared for the uncertainties of the future, more self-reliant, and more connected as a community. We will celebrate our heritage, our gifts and abilities, and look to the future. Please join us on the afternoon of **October 13, 12:30-5:30, at the Amherst Middle School**. Snacks, music, and child-care will be provided.