



Room Prep Suggestions for a Civil Society Field Hearing:

\*Note that hybrid organizing on a remote platform like Zoom is an option

Staff Suggestions

- A moderator/ timekeeper and someone to assist
- A recording technology

Space Suggestions:

- the library
- your local community center
- your church
- a local school
- weather permitting, a park
- Self-sign-up spaces in public properties

Material List:

- Recording Device (see the Recording and Submitting document)
- Table(s)
- Chairs
- Access to bathroom
- [Roberts Rules of Order](#) is an effective tool for conducting meetings
- Paper and pencils, just in case

Prepare an agenda with the following items:

- Call the meeting to order
- Announce that you're starting the recording
- Provide a brief explanation of what a Civil Society Field Hearing is

Prepare a witness list with names and affiliation, ground rules (see document) and starter questions for the witnesses.

Have a time-keeping method.

- ☐ A Flag
- ☐ A Card that says Time
- ☐ A Light

**Below are photos of room arrangements for hearings**

**In the Field**



**In the Field**



**Capitol Hill**



