

# Sample Facilitator Closing Statement

## Facilitation Closing Statement

Review points of agreement...

Review action items and reality check specificity (who, what, when, how)...

Ask about next steps...

“Please make sure you’ve signed in, and given us Email addresses if you’d like a copy of the report. The report will be sent out to the City, and to all of you at the same time within 48 hours. Please take down my Email address, and if you do not have the report within 48 hours, feel free to contact me, in case I’ve made an error on your address.

If after reading the report, you have any comments you wish for the Planner to be aware of, please feel free to send your comments to the planner, to be included in the Case file. *(Discussion point – informing, or not informing participants about the process for amending a report)*

Does anyone have any additional questions?

I’ve given you all evaluation forms, which I’d really appreciate your completing and turning in. You may also take it home, and mail it to the address on the form. The City, and the facilitators, depend on your comments because we are all committed to continuous improvement of the program. Be sure to include the project # \_\_\_\_\_ and my name, \_\_\_\_\_, where indicated at the top of the form.

Thank you all for coming, and for your open participation.