

DO'S AND DON'TS EXAMPLES

Do's #1 *DO have one person speak at a time*

Facilitator: "So, the question on hand is what we think the state of the Hip Hop scene is at these days."

Both Actors raise hands immediately energetically.

Facilitator: Points to actor #1, then to #2. OR Says "I saw #1's hand first, #2 you're next"

Actor 1: "Hip Hop is being sold out to the big corporate labels"

Actor 2: "The underground Hip Hop movement is alive and well, all over the world"

Don'ts #1 *DON'T let people interrupt each other*

Facilitator: "Have you heard of the new Word of Mouth group in Worcester?"

Actor 1: Raises hand and gets called on, "I went to the first event last June, it was off the hook, and I wanted..." (gets cut off)

Actor 2: [INTERRUPTS] "Yeah, there were some ill artists"

Facilitator: "Oh, yeah? Who did you like?"

Actor 2: "Well, so many artists were talented and conscious with their lyrics, and..."

Actor 1: [BUTS BACK IN] "Like I was saying, it was off the hook, and I wanted to perform at the last event, but it was mothers day."

Do's #2 *DO encourage youth and quieter voices to be heard*

Facilitator: "When should we have the next Word of Mouth meeting?"

Actor 1: "Well, the next open mic is June 12, so I think we should have it the Friday before."

Actor 2: [SHILY] "I don't think I can make that..."

Actor 1: "Well, seems like it works for pretty much everyone, so it's set for Friday?"

Facilitator: "I heard #2 say s/he cannot make it, is there another time people can meet?"

Don'ts #2 *DON'T let adults and louder people control the meeting*

Facilitator: "Next on the agenda is the theme for the next open mic."

Actor 1: [LOUDLY] "I know I've been talking a lot, but I think it would be cool to have the theme be drugs."

Actor 2: [QUIETLY] "I think jobs would be a good theme."

Facilitator: "Can people give reasons?"

[BOTH ACTORS RAISE THEIR HANDS]

Facilitator: "Yes, #1, go ahead, you seem confident."

Do's #3 *DO keep the group on task, follow the agenda*

Facilitator: "Let's do a go-around about how the last open mic went."

Actor 1: "It was good, but some people went outside, have you seen the new basket ball courts, they're always full."

Actor 2: "And my brother goes to those courts every day, and yesterday there was a fight."

Facilitator: "Remember, we're doing a go-around, meaning let each person finish their thoughts, and we're talking about the open mic, not basketball."

Don'ts #3 DON'T interrupt people (only as last resort)

Facilitator: "Anything else before we move on?"

Actor 2: [SLOWLY] "I really felt offended by what was said yesterday, it made me feel..." [get cut off]

Facilitator: [INTERRUPTS] "We only have 15 minutes left, #2, we don't have time for your ramblings."

Do's #4 DO propose the best path for the discussion

Facilitator: "I hear lots of different ideas about what kind of food we should get, and lots of ideas about money."

Actor 1: "Pizza is the only thing everyone can be happy with."

Actor 2: "I think we need to look at the costs of the whole event."

Facilitator: "I propose we talk first about money issues, see how much we have for food, then address the food issue, any objections?" [PAUSE – NONE] "OK, so how much did we spend last time all together?"

Don'ts #4 DON'T be wishy-washy ("do we want to do this, or this, or maybe this...?")

Facilitator: "So some of you seem to want to talk about Graffiti Art, others about the sounds system. Do we want to do the sounds system first, or does it make sense to talk about Graffiti Art, or should we break into small groups?"

Actor 1: "Graffiti"

Actor 2: "Sound system"

Actor 1: "Whatever"

Actor 2: "Whatever"

Do's #5 DO stay neutral on the issue being discussed

Facilitator: "Next we said we'd talk about whether to allow swears or not."

Actor 1: "We shouldn't allow any, cut them off."

Actor 2: "As long as they're not putting others down, it's ok."

Facilitator: "I have a strong opinion on this, but I'm staying out of it because I'm the facilitator." OR "Stepping aside from the facilitator's role, I think that it's one thing to put down the system that's oppressing you using swears and another to put other people down with swears." OR "I have too strong opinions to be a neutral facilitator, can someone take over for me?"

Don'ts #5 DON'T control the content of the discussion

Facilitator: "Now we're talking about gender balance in the Hip Hop performers."

Actor 1: "It's not our problem."

Actor 2: "I think we really need to invite more young women to perform."

Facilitator: "I've seen lots of groups put off this problem, I think we should deal with this now, we should invite two women per one man for performers, then we can get on to the rest of the agenda!"

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