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| Formal Circle Checklist |  |

# Formal Circle Checklist

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| General Inforation |
| Request made by:  |  |
| Location:  |  |
| Phone number/ email:  |  |
| Number in circle:  |  |
| Description:  |  |

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| CHECKLIST |
| [ ]  | Restorative Intervention Request form received |  |
| [ ]  | Request cleared by BRIGHT team (if applicable) LHolland@d49.org |  |
| [ ]  | Has this group experienced proactive circles?  |  |
| [ ]  | Private location is secured |  |
| [ ]  | “Meeting in progress” sign |  |
| [ ]  | RP Cards and BRIGHT trifold info fliers |  |
| [ ]  | Your business cards (or Lea’s cards) |  |
| [ ]  | Pens |  |
| [ ]  | Tissues |  |
| [ ]  | Script of questions |  |
| [ ]  | Talking piece |  |
| [ ]  | Name tags for all participants |  |
| [ ]  | Second facilitator arranged as note taker (determine roles (lead vs note taker) prior to circle) |  |
| [ ]  | Who will be the leader present? |  |
| [ ]  | If applicable, food for “breaking bread” |  |
| [ ]  | Circle agreement form (3 copies; 2 as rough draft, 1 as final copy) |  |
| [ ]  | Simple snacks for “breaking bread” |  |
| [ ]  | Email participants with final copy |  |
| [ ]  | All parties have been spoken to about RP process and expectations |  |