# Sample Workshop Agenda

This sample agenda was developed as part of the U.S. Environmental Protection Agency’s *Local Foods, Local Places Toolkit: A Guide to Help Communities Revitalize Using Local Food Systems*. The complete toolkit is available at <https://www.epa.gov/smartgrowth/local-foods-local-places-toolkit>.

| When | What | Where | Description |
| --- | --- | --- | --- |
| Day 1  1:30-3:30 PM | **Community Tour**  *optional* | [Insert meeting point and cell phone number for late comers.] | The purpose of the tour is to allow workshop participants to visualize the key sites that will likely be discussed at the workshop and understand the physical connections between them. |
| Day 1  6:30 – 9:00 PM | **SESSION ONE**  **Community Values, Vision, and Goals**  *“Where are we now?”* | [Insert location] | The purpose of this session is to (1) introduce the role local food can play in strengthening the community’s downtown, economic outlook, and health; and (2) reveal the community values, vision, and goals. It sets the stage for the following day’s work to prioritize and develop an action plan to:   * [Insert workshop goal 1]. * [Insert workshop goal 2]. * [Insert workshop goal 3]. * [Insert workshop goal 4]. * [Insert workshop goal 5]. |
| Day 2  9:00 AM – Noon | **SESSION TWO**  **Strategies to Strengthen the Local Food System and Local Place**  *“Where do we want to be?”* | [Insert location] | The purpose of this session is to explore strategies for accomplishing the goals and vision discussed the previous night. This will involve a presentation with case study examples, an exercise to help the community identify all of the components of its local food system, and an exercise that will allow the community to identify where it would like to apply specific strategies. The session ends with a brainstorming session on actions to prep for the afternoon session. |
| Day 2  Noon – 1:30 PM | **Lunch Break** | [Insert location] | [Insert details of lunch. If lunch will be provided, insert instructions for attendees to RSVP.] |
| Day 2  1:30 – 5:00 PM | **SESSION THREE Action Plan**  *“How can we make it happen?”* | [Insert location] | The purpose of this session is to identify specific actions for achieving each goal, timelines, milestones, financial and human resources, and responsible parties. The outcome of this work session is a set of completed action planning tables. |