Host Your Own Water Workshop

Agenda & Facilitator Guide

Date & Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Hosted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Co-hosts: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Audience: “Chicago homeowners and renters”

### Event Goals:

* Attendees will learn about water debt and how it may occur
* Attendees will understand how it affects your neighborhood and neighborhoods across Chicago
* Attendees will learn to read and understand your water bill
* Attendees will learn what to do if they are experiencing a water burden
* Attendees will be able to ask questions about these issues, be connected with resources, and identify follow-up actions with host, co-hosts, or other partner organizations

# AGENDA

**10:30 AM Host + Co-hosts arrive, begin Event Setup**

**10:45 AM Attendees begin to arrive**

**Event Begins**

11:00 AM Welcoming Remarks

* Welcome & Introductions
* Event Overview

**SECTION 1: Water Affordability**

11:15 AM Water Affordability Overview: Definition, reasons, water burden in Chicago

11:30 AM How to Understand a Water Bill

11:40 AM Water Bill Relief

* UBR Program: What is it? How to apply? Eligibility requirements?
* Payment Plans
* How to Save on Water Costs at Home

**SECTION 2: Discussion**

11:50 PM Q&A

**Adjournment + Transition to Networking**

12:10 PM Networking & Refreshments

12:30 PM Clean Up

**1:00 PM END**

## Other Logistics

* Room setup (seating arrangement, AV + tech requirements, ???)
	+ Who can help with setup?
	+ What help is needed?
* Purchase refreshments
	+ What is the budget?
	+ Who will purchase?
* Develop promo materials
	+ If host + co-host, need each organization’s logo
* Promote on social media
	+ Who will develop social toolkit?
	+ How often to promote?
* Sign-in sheet
	+ What information needs to be collected?
	+ What will we do with the information afterward?