Tools for

A Collaboration Incubator
A Collaboration Incubator

Stage 3 Tools

Sample charter

Letter of commitment

BlueGreen meetings
Stage 4 Tools

Meeting checklist

Set-Up, Food, Supplies & Equipment Checklist

Meeting Date: ______________________________  Time: ______________________________

Venue: __________________________________________________________________________

Contact Person: ______________________________________ Phone # __________________

Desired Setup:  ___Horseshoe  ___Hollow Square  ___Classroom

___ Theater Style  ___Other _________________________________

Sign In/Registration Area Needed:  ___Yes ___No

Information Tables Needed:  ___Yes ___No

Furniture Needed
___#  Tables
___#  Chairs
___  Podium

Equipment
___  Camera (charged)
___  Dolly/cart

Materials
___  Sign in Sheet & Clipboards
___  Extra Agendas
___  Reference Materials

Food Supplies
___  Hot/Cold Cups
___  Napkins, Plates
___  Food
___  Drinks
___  Serving utensils

AV Needed
___  Projector
___  Computer
___  Power cord
___  Screen
___#  Microphones
    Type __________________________
___  Camera

Supplies
___  Marking Pens & Sharpie
___  Masking Tape
___  Scissors
___  Name Badges (pre-printed & blanks)
___  Flip Chart & Easel
___  Pads of Writing Paper
___  Extra ballpoint pens
___  Signage (for door)
___  Lei (for speakers, recognition)

Other:

Stage 5 Tools

Defining the Drug Problem on Hawaii
Stage 6 Tools
Sample vision format

Project: Development and implementation of a long-range Sustainability Plan for Kauai

Instructions: Imagine it is the year 2050 and that the Sustainability Action Team has been successful in achieving its vision for sustainability on Kauai. Use the words below as the beginning of a sentence to describe various aspects of the island that have resulted from this project. Combine the output into an easily understood vision statement that is both aspirational and inspirational – challenging yet achievable.

The most important results...

Resource conservation...

Self-sufficiency...

The economy...

Renewable energy...

Agriculture...

Water...

Solid waste...

Land use...

Transportation...

Parks and open space...

Green technologies and practices...

Policies and regulations...

Residents...

Youth...

Visitors...

The Sustainability Action Team...

The keys to our success...

Community values
Stage 7 Tools

**Action plan template**

Stage 8 Tools

**Progress report template**