



*Nonpoint Education for Municipal Officials
Education programs providing sound
science that support informed decisions on
water resources.*



Scoping Session and Setting the Stage Worksheet

So a city, a commission, or board has asked you to provide a NEMO presentation or workshop. Now what? How do you prepare? What do you do? ...or

You have identified a city, local community, or group of local leaders that requires more education on water resources, impacts from stormwater, etc. How do you prepare? What do you do first?

NEMO Scoping Session: A scoping session is a conference led by Northland NEMO presenter(s) held with the key individuals from the local community for which the program is targeted. It should include representation from several areas, such as those indicated below. We suggest at least one meeting although sometimes more are needed. Experience suggests 1½ - 2 hours for the initial conference, planned at least 45-60 days prior to the target date.

- Identify key individuals and local advocates
 - City Administrator (or equivalent staff)
 - Mayor, Chair, (or equivalent elected/appointed official)
 - Other key city staff (public works, parks, planning)
 - Key water resource professionals (MPCA, DNR, METC, SWCD, watershed, county)
 - Consultants
 - Other potential (needed) partners
- Discuss needs, issues, and local input
- Present what is NEMO is, what is the Northland NEMO partnership, and what can NEMO do for the community
- Set learning and/or program (workshop) objectives
- Identify desired outcomes
- Decide on format of program delivery, i.e., presentation or workshop (*workshops have an interactive component*)
- Form an agenda – *set adequate time*
- Set a date – *know the regularly scheduled meetings in the area*
- Determine finances – Are there costs? Who will fund those? Participant fee or other funding?
- Post date to the Northland NEMO website – send notification to John Bilotta
- Create contact list of potential participants and potential leaders
- Determine logistics of invitations – Who will extend invitations? How will you get participants there? (Multi-pronged approaches are most effective)
- Determine logistics of event – What is the most central potential location? What timing will be most attractive to potential participants? Is food needed?
- Other:



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- Evaluate – Using learning objectives and desired outcomes, develop and conduct an evaluation (consider doing a pre-workshop and post-workshop comparison of knowledge)
- Report your presentation or workshop! Online at www.northlandnemo.org under **Charter Member Login – Reporting Options**