



GUIDELINES FOR RUNNING A COMMUNITY CASE STUDY DISCUSSION

We are delighted that you have started to plan for your Community Case Discussion in partnership with your teachers. We have included some guidelines below which we hope will help you launch a successful community event. We didn't want to be too prescriptive, since we know that every community is different. We hope that you will all be creative in how you organize these events in your town or city. But, we wanted to share some tips that you can keep in mind as you plan. Remember that all Community Case Discussions need to take place before August 31, 2020:

1. The teachers will be responsible for preparing and moderating the case and selecting any student participants.
2. The League will be entirely responsible for the administration of the event, including:
 - A. securing a venue (in consultation with the teacher(s)) and dealing with AV requirements
 - B. identifying adult participants
 - C. creating tent cards with names of all participants (students and adults) where appropriate
 - D. arranging press releases and any press interviews with teachers and/or League members
 - E. refreshments (where appropriate)
3. Ideal size of event: 75-125 people (again, this is a guideline only)
4. Recommended composition of audience: as diverse as possible. In Greenwich, our audience was balanced somewhat equally between students and adults. You don't need to do that, but we recommend some students attend if possible. You should also reach out to other groups in your community. For example, in Greenwich, we involved elected state and local officials from both parties, members of the Democratic and Republican Town Committees, Greenwich Historical Society, YWCA, Harvard Club of Fairfield County, Greenwich Library, etc. You should involve the groups that make the most sense for your community, and please reach out to teachers for their suggestions on this as well.
5. View your community case discussion as a mini-scaling event, so think about inviting other Leagues in the area as well as teachers and students from nearby schools who are not already involved with the project. You are now an ambassador for this project.



6. Leagues will be responsible for getting the case reading to all adult participants. (The teachers will already have access for their students.) Any League can get access to a case for their event by contacting me, and I will send you the necessary link one month before your event. You will just need to tell me the following:
 - i. Case title
 - ii. Date of Event
 - iii. Location of Event
 - iv. Teacher(s) moderating the case
 - v. Estimated number of attendees
 - vi. Co-sponsoring organizations
7. The League gets access to 4 cases at no cost for these discussions: Madison, Secession, Martin Luther King, and Suffrage to ERA. The good news is that 3 of these cases were covered in the workshop.
8. Leagues need to make sure that all the adult participants they invite read and prepare the case before the event. Also, along with the case link, I will be sending you some questions to guide everyone's reading. Please let the attendees know that they should formulate answers to these questions in advance.
9. In order to maintain the integrity of the case discussions and to ensure the freest exchange of ideas, we ask that community case discussions not be filmed or recorded. Introductory remarks given by the moderator and interviews with participants may be recorded. Anyone wishing to film any section of the event should contact Deirdre Kamalani at league.rsvp@gmail.com.
10. We have been asked whether Leagues can invite the press to attend a community case discussion, and if a member of the press can receive a case link in advance. You are more than welcome to ask members of the press to attend. If they are joining as a full participant, meaning they intend to read the case and join in the community discussion, you can provide them with the case link. This is with the understanding that they will use the link only for their personal reading and will not share or publish it. However, if they intend to join the event as an observer only, then we ask that you not share the case link and direct them to Professor Moss's book instead, *Democracy: A Case Study*. That will provide them with sufficient background to observe and report on the event.