

World Café Prompt Development Guide for Subcommittees

Goal: Each subcommittee develop **3 connected prompts** that guide participants through **Reflection → Exploration → Action** and connect to the overarching Town Hall themes:

- What's missing in RJOB's work or from the perspective of the community?
- What do participants still want to know or understand?
- How does the community want RJOB to engage them?
- Concerns about racial disparities in the justice system.
- How does RJOB's work impact specific communities?
- Community engagement considerations across race, age, and geography.

Overarching Town Hall Themes:

- What's missing from RJOB's work or this presentation?
 - What do participants still want to know?
 - How does the community want RJOB to engage them?
 - Concerns about racial disparities in criminal justice systems.
 - How does RJOB's work impact specific communities?
 - Community engagement considerations across race, age, and geography.
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How Each Subcommittee Can Make Prompts Specific

1. Community Engagement Breakout:

- Focus on *how RJOB can interact with the community*.
- Examples to think about: "What engagement methods work best in your neighborhood?" or "How should RJOB prioritize outreach to youth or

marginalized groups?”

2. **Diversion Breakout::**

- Focus on *gaps, barriers, or improvements in diversion programs*.
- Examples: “What diversion options are missing in your area?” or “How can diversion better meet the needs of youth impacted by the justice system?”

3. **Data Breakout:**

- Focus on *data gaps, transparency, or utility*.
- Examples: “What information is missing to understand justice outcomes?” or “How can data better reflect your community’s experiences?”

Tips for Subcommittees:

- Ensure prompts **build on each other**: Reflection → Insight → Action.
- Keep language **simple and accessible**.
- Test whether each prompt encourages **multiple perspectives and rich discussion**, not just yes/no answers.

World Café Prompt Development Template

Prompt #	Purpose	Guiding Questions to Consider	Draft Prompt
1 – Reflection / Observation	Invite participants to share experiences or perspectives	<ul style="list-style-type: none"> - What's missing in your community related to this focus area? - What issues or experiences matter most to you? - What questions or concerns might participants have? 	
2 – Exploration / Insight	Encourage deeper thinking about causes, challenges, or priorities	<ul style="list-style-type: none"> - Why do these gaps exist? - What barriers or opportunities exist in your community? - How do factors like race, age, or geography influence this focus area? 	
3 – Action / Visioning	Invite suggestions for solutions, engagement, or next steps	<ul style="list-style-type: none"> - How could RJOB better respond to community needs in this area? - What would effective action or engagement look like? - What are practical steps RJOB could take to make an impact? 	

RJOB Town Hall – Draft Budget (50 Attendees)

Item	Quantity / Notes	Estimated Cost
Food & Refreshments	Meals and drinks for 50 participants + 10 staff/RJOB members (~60 people total). Estimate \$25/person	\$1500
Childcare (optional)	Anticipate ~10 children. Staffing: 2 caregivers materials (activities, toys), snacks. Estimate \$30/child	\$300
Interpretation / Translation	Spanish Options: Wordly simultaneous interpretation (headsets) OR language-specific breakout rooms. Include printed materials in all languages. Estimate \$300	\$300
Materials & Printing	Agendas, breakout prompts, name tags, signage, markers, chart paper, sticky notes	\$200
Incidentals / Contingency	Extra supplies, minor unexpected costs (10% of total budget)	\$250
Total Estimated Budget		\$2,550 x 2