

Steps for Running a Virtual Offers & Needs Market

(3-8 people)



The
Offers & Needs
Market

offersandneeds.com

Welcome

1. Introduce yourself & explain the OANM. Share your motivation & objective.
2. Help people with software orientation - muting/audio/video options/renaming & how to chat. Check for (& honor) objections if you plan on recording.
3. Make a [land acknowledgement](#) (if relevant & known) and encourage everyone to take a deep breath.
4. Ask people to add a number in front of their profile name to signal the speaking order.
5. Ask if there are any time constraints (have people write them in the chat).
6. Invite 1 min. introductions/check-ins (spoken or typed). Suggested sharing: name, location, & a personal passion/emotional state (use timer if needed). Give 20 seconds of silent reflection time for people to prepare before speaking begins.
7. Share your pre-prepared agenda in the chat (noting anything you will adapt based on any time constraints that were shared).
8. Reassure participants that you'll guide them through each step & involvement is always 100% optional.

Run the Offers Market

1. Ask participants to get a pen & three pieces of paper.
2. Screenshare the "[Offers Sheet \(With Descriptions\)](#)". Ask participants to draw the template, then walk them through the categories.
3. Prompt thinking about offers. You can refer to "[What Kind of Offers and Needs?](#)"
4. Ask people to silently reflect on and write down their offers.
5. Model how to share offers, one by one:
'name/offer/availability/location/cost'.
6. Invite people to take notes on a blank sheet of paper while listening to others.
7. Run the Offers Market.

8. Ask participants to reflect on any matches that they want to pursue.
9. Explain & proceed with 'Group Connections.' This can include a round of information sharing by voice or chat, and/or filling in an online spreadsheet.

Run the Needs Market

1. Screenshare the "[Needs Sheet \(With Descriptions\)](#)". Ask participants to draw the template, then walk them through the categories.
2. Prompt thinking about needs.
3. Ask people to silently reflect on and write down their needs.
4. Model how to share needs, one by one:
'name/need/urgency/location/payment'.
5. Run the Needs Market.
6. Proceed with 'Group Connections.'

Survey & Next Steps

1. Following a silent reflection period, ask participants to speak about any potential matches that they are excited about.
2. Have participants take the full [7-minute survey](#) (ideally) or the [3 minute survey](#).

Close with Appreciation

Note: Make space for questions after every stage of instruction.

Read our [Sample Offers and Needs Market Introductory Script](#) for ideas on how to begin your inclusive event in a reassuring way.