**Community Conversations Checklist**

**Before the Event**

Prepare for the event:

* Select a venue, date, and time.
* Develop conversation questions. See *Sample Event Questions* for ideas.
* Develop an event agenda, with timeframes for presentation, rounds, survey, etc.
* Create a means for attendees to RSVP to the event (e.g., Google Forms).
* Determine recruitment strategies (e.g., flyers, phone calls, emails, social media postings). See *Sample Recruitment Flyers* for ideas.
* Assign recruitment tasks to team members, using the *Recruitment Planning Sheet* to record recruitment efforts.
* Arrange for refreshments.
* Identify an event facilitator.
* Develop a facilitator presentation. See *Sample Facilitator Presentation.*
* Identify table hosts (1 per every 6-8 anticipated attendees).
* Provide training to each table host on roles and responsibilities. See *Table Host Training Video.*
* Assign day-of-event tasks to team members to plan for table set-up, refreshments, technology, and greeting attendees.

Make sure to print:

* Table tents containing questions and tips (1 per table; see *Table Tent Template*)
* End of event surveys (1 per anticipated attendees; can also create a QR code for participants to access survey through phones)
* Table host notes for all conversation rounds (1 per table; see *Table Host Notes Template*)
* *Table Host Tip Sheet* (1 per table)
* Placemats (1 per anticipated attendees; see *Placemat Template*).
* Nametags (1 per anticipated attendees; may pre-populate with registered attendees and leave spaces for unregistered attendees who attend)
* Registration sheet (pre-populate with registered attendees and leave spaces for unregistered attendees who attend; see *Registration Sheet*)

Make sure to bring:

* Technology needed to display facilitator presentation, play music, etc.
* Microphone and speakers (if necessary)
* Pens and markers for making nametags and documenting ideas
* Decorations
* Access to completed facilitator presentation
* All previously printed paperwork

**During the Event**

Upon arrival, make sure to:

* Set up registration table with:
  + Registration sheet
  + Nametags
  + Pens and markers
* Set up tables for anticipated attendees, with each including:
  + Table tent
  + Placemats
  + Pens
  + Candy
* Confirm an appropriate number of table hosts have been selected. Provide each table host with:
  + Table host notes
  + Table host tip sheet

After attendees have arrived:

* Begin the facilitator presentation and address:
  + Purpose of the event
  + Event procedures
  + Conversation etiquette
* Conduct small-group conversation rounds; team members circulate to provide assistance as needed.
* Conduct whole-group “harvest” conversation round, displaying ideas for all attendees.
* Disseminate end-of-event survey.
* Facilitator concludes event and allows for networking.

Upon the event’s conclusion, make sure to collect:

* Registration sheet
* Table host notes
* Placemats
* Record of “harvest” round notes
* End-of-event surveys

**After the Event**

Set goals:

* Review notes (i.e., table host notes, placemats, “harvest” ideas, end-of-event surveys, additional notes) to identify the most promising ideas to begin addressing.
* Schedule a goal-setting planning meeting, inviting anyone who expressed interest in getting involved.
* Set 2-3 goals for improvement based on prioritized ideas.
* Complete the *Goal Planning Template* to develop an action plan for addressing goals. See *Sample Goals and Action Plan.*
* Assign team member responsibilities for goal progress.

Disseminate information:

* Develop event summary brief. See *Sample Event Summary Briefs*.
* Use attendee contact information (e.g., emails, mailing address) to disseminate briefs.

Evaluate progress:

* Schedule follow-up meetings to assess goal progress.
* Select a community member to check in regularly regarding progress and attend follow-up meetings.
* At follow-up meetings, assess progress towards goals and make adjustments as necessary. Upon meeting goals, select from other promising ideas to set new goals.