

8. Get markers, name tags, big paper, table cloths, and decorations.
9. Make “tents” with the questions written on them for each conversation table.

Right Before (that day)...

10. Set up a greeting area, conversation tables (with table cloths, paper, markers, question tents) and refreshments.

During...

11. Greet guests as they come in, be welcoming offer refreshments.
12. Have participants complete name tags and use a color to note their conversation “group”.
13. Pair guests for warm-up activity.
14. Conduct one-on-one conversations.
15. Divide participants in groups of up to 4.
16. Host Café Conversations at each table and rotate. **Encourage everyone’s contribution!* Connect diverse perspectives!* Listen together and notice patterns!***
17. Create Commitment Cards (optional)
18. Share/reflect on conversations. **Share collective discoveries!***
19. Provide closing remarks and thank participants.

After...

20. Thank participants - send thank you notes, e-mails or call.
21. Collect feedback - was it good? Should we do it again? What would you like to talk about next time?
22. Debrief with the planning committee - how did it go? Are there next steps? Are there additional resources we need? Other expertise?
23. Follow up on next steps.
24. ENJOY!



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