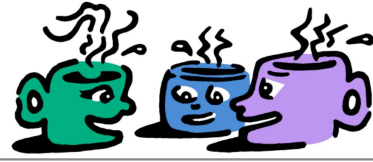


Conversation Café: Host Checklist



Before your Conversation Café

- Decide to host! Find a Co-Host.
- Choose a time and location for your Conversation Café
- Get oriented in Conversation Café (visit website; read Host Manual; watch videos)
- Advertise your Conversation Café (email text and flyers)
- Prepare a Host Box for your materials:
 1. Checklist (this sheet)
 2. Talking Object (T.O.)
 3. Copies of Agreements/Process for each guest
 4. Paper for notes
 5. Pens
 6. Sign-in Sheet
 7. Nametags

At Your Conversation Café

- Show up early
- Welcome everyone; clarify ending time
- Review Agreements & elicit commitment
- Present Topic/Question
- Take a minute for silent reflection
- Round 1 (with T.O.)
- Round 2 (with T.O.)
- Open Conversation (T.O. goes to the middle of table, becomes optional)
- Closing Round (with T.O.)
- Thank your guests!
- Encourage everyone to visit and join the online community at www.ncdd.org/conversationcafe
- Let guests know they can host their own Conversation Café!

After the Conversation Café

- Plan another Conversation Café!
- Let us know how your Conversation Café went by contacting us at www.ncdd.org/conversationcafe
- Experience the joy and satisfaction of participating in conversation! **THANK YOU!**