CONVERSATION HOST CHECKLIST

I. Before your Conversation Café
   __a. Decide to host! Find a Co-Host.
   __b. Choose a time and location for your Conversation Café
   __c. Get oriented in Conversation Café (visit website; read Host Manual; watch videos)
   __d. Advertise your Conversation Café (email text and flyers)
   __e. 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

II. At Your Conversation Café
   __a. Show up early.
   __b. Welcome everyone; clarify ending time
   __c. Review Agreements & elicit commitment
   __d. Present Topic/Question
   __e. Take a minute for silent reflection
   __f. Round 1 (with T.O.)
   __g. Round 2 (with T.O.)
   __h. Open Conversation (T.O. goes to the middle of table, becomes optional)
   __i. Closing Round (with T.O.)
   __j. Thank your guests!
   __k. Encourage everyone to visit and join the online community at www.conversationcafe.org.
   __l. Let guests know they can host their own Conversation Café.

III. After the Conversation Café
   __a. Plan another Conversation Café!
   __b. Let us know how your Conversation Café went by contacting us through www.conversationcafe.org.
   __c. Experience the joy and satisfaction of participating in conversation! THANK YOU!

For more information and hosting resources, visit: www.conversationcafe.org.