



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.