Top Ten Things to Do When Hosting an Event

#1 Always greet people when they arrive.

#2 Take time for meaningful introductions.

#3 Point out bathrooms and all logistics that help make folks comfortable.

#4 Always review group agreements.

#5 Let participants know they are part of something bigger; be clear about how their voices will make a difference.

#6 Support your facilitators—it is hard work to remain attentive and fair minded. A moderator should be available to check in with small groups.

#7 Always prepare for differences that make a difference (political, racial, social class, education, etc.). All voices are equal.

#8 Be prepared for direct questions and assume transparency is the best approach when answering questions about your project.

#9 Ask participants to complete an evaluation, and always debrief with facilitators and the planning group.

#10 Have fun and maintain a sense of humor!