Sample Timeline for Organizing a Community Conversation

3-4 Months Before: Find your planning team, if you would like the support

2 Months Before: Find your venue and choose the date and time of your event (decide on food, decide on decorating, chose questions)

6 Weeks Before: Invite participants through personal invitations and by distributing flyers, posters, news releases, e-invitations and social media announcements

1 Week Before: Visit venue for final check - Make sure any technology you plan to use functions and whether your planned layout will work in the space

2-4 Weeks Before: Gather all needed materials such as decorations, placemats, markers, pens, nametags, etc.

1-7 Days After: Follow-up with participants though email, thanking them for attending and sharing information gathered during the harvest and from table host notes

2 Weeks After: Follow-up with any participant who offered to assist with a specific idea or initiative

The Event: Give yourself plenty of time to arrive, set-up, and problem solve should any glitches occur