

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!



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