**BPDD Café checklist:**

Are you interested in hosting a BPDD State Plan conversation Café? Here is what you need to know:

Planning: (Talk with Fil)

* Review the World Café Resource Guide
* When to have the event?
* Who to invite (How many people do you anticipate?)
* Where to hold the event? Reserve space (preferably round tables, best for conversation)
* Create a flyer (use template)
* Distribute flyer and/or send out email notices
* Plan refreshments

**Volunteers Needed:**

* **Facilitator**
* **Registration person/ greeter**
* **A Table host for each table (1 for every 5-6 guests anticipated)**
* **Set up crew**
* **Clean up crew**

**Supplies Needed:**

* BPDD Café tool box
* Coffee/refreshments
	+ Cups/Napkins
	+ Coffee Creamer/Sugar/sugar substitute packets
* Water pitchers/Ice
* Bakery/snacks if desired

At each table:

* Tablecloths (If needed)
* At each place setting
	+ Paper Place mats at each seat
	+ Menu at each seat
	+ Name Tags
	+ 1-Table host name badge
* Markers/pens for each table
* Café Etiquette and Questions tent cards on each table
* Small centerpieces (TY gifts for facilitators)
* Snacks/cookies on each table

Front of room set up (for Facilitator)

* Markers – large for recording purposes
* Easel w/ paper/flip chart (post it/ painters tape)
* Microphone (optional)

Registration table:

* Sign-in sheet
* Person with Microphone to go around and get each table responses (if needed)
* Flip chart recorder to document large group responses

**Take Down/Clean up:**

* Put everything back as it was
* World Café Tool Box
* Collect all papers with documentation to be summarized

**Wrap up Information:**

* Forward all materials to BPDD: Flip paper, Placemats, table facilitator’s notes and tool kit.