

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

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

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

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

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

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

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

Sample Timeline for Organizing a Community Conversation