
The
Table
Community Meals
Designed to Grow
Economies of Care

Welcome to **The Table** a guide for exploring what an economy that works for everyone might look like in your community.

In the following pages you will find:

The Why

Because we believe economic care starts with us.

The Playbook

Everything you need to host a gathering: invitations, room setup, food, art, and conversation basics.

The Toolkit

Scripts, printables and planning checklist.



Why We're Setting the Table



The Table is designed to offer dialogue for how our economic lives and concerns can best be cared for through community, through conversation and through collective action. As we approach a challenging election cycle, we're seeing divides deepen between neighbors on how we make decisions, who is included in our communities, and what basic rights are.

The Table offers an outline for hosts and facilitators to create a shared meal where all are welcome and no one is turned away. Every part (the invitation, the meal, and the questions we engage) serve a common goal: to help people move from individual concerns to collective efforts, in order to imagine what an economy built on care could look like.

The news is full of stories about the rich getting richer and the poor getting poorer, with monetary consolidation impacting every aspect of our government, our society and our nation, leaving little room for how we live together when times are tough. When isolation and skepticism dominate our culture, and individual struggles overwhelm our capacity for collective participation, we believe a shared meal offers an opportunity to find a shared mission. This event is designed to help people embody economic justice by experiencing care. We believe when care is at the heart of every action, and transaction, then economic justice and democracy take on new meanings.

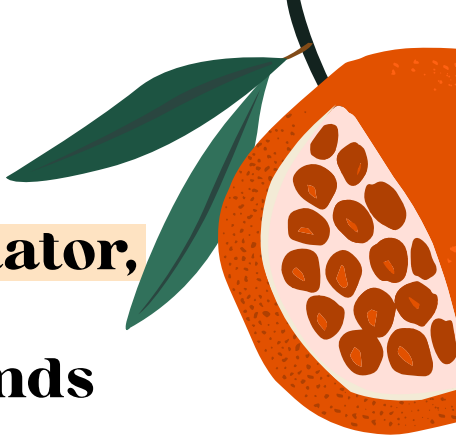
Who is this Is for?

The Table was conceived as an offering for all kinds of communities (neighborhoods, union halls, cultural centers, worship spaces) and works best when employing the following principles:

- Build upon the assets, expertise, and creativity already present in the community.
- Design for the most skeptical person in the room, not the most convinced.
- Prioritize making connections first, then foster action — in that order.

Roles to Fill

Host, Facilitator, Storyteller, Helping Hands



The two key roles anchoring this gathering are the Host and the Facilitator.

The Host is about unconditional welcome and folks feeling safe, the Facilitator might be tasked with moving the gathering into challenging territory. It's best if these roles are held by two different people.

What a Host Brings to the Table:

- Welcoming and generous
- Comfortable opening their home or space to people they may not know well
- Organized enough to handle the logistics (invites, food, room setup)

What a Facilitator Brings to the Table:

- Can hold a conversation that's both joyful and complex
- Generously navigates disagreement or diverse viewpoints
- Able to relate across socioeconomic backgrounds
- Has some knowledge of economic justice issues — enough to ground the conversation, not lecture it.

Storyteller:

The artistic offering serves as an ice breaker for the conversation. Choose one ot The Table's artistic offerings, or hire a local artist (poet, comedian, theatermaker) to create and present for your event.

Helping Hands:

Anyone with a gift for noticing what's needed: printing, parking, hanging coats, set up, clean up, etc. Consider inviting your teenagers and younger folks to help at The Table too.

We believe economic care starts with us

- We believe when care is at the heart of every interaction, and transaction, then economic justice takes on new meaning.
- We understand that affordability and sustainability impact every household, every job, every healthcare story and every relationship.
- We acknowledge that some people carry an outsized burden of care, and further calls to action can add to that burden. We hope this dinner helps folks feel provided for.
- We look forward to a future when government policies care for our communities.

In these pages, we've designed a simple way to bring people together to share their stories and hear from each other across different life experiences. Together, we aim to build economies that work for everyone; we call that an economy of care.

Our gatherings are based on simple steps: **welcome people, inspire them, feed their bodies, facilitate conversation, encourage action.** It's that simple.

If you think you might be interested in hosting or attending a gathering based on these principles, please read on. Gatherings could be as simple as a shared coffee with your neighbors or as elaborate as a potluck with your congregation. Wherever you gather and whomever you gather with, we've outlined a playbook for doing it with care.



Ready to go further?

Part 2 (The Playbook) moves through every step in detail — from invitations to a facilitated meal. Part 3 (The Toolkit) has the scripts, cards, and printables you'll need for your event.



The Playbook

The following shape provides an order for the gathering from start to finish:

1	Invitation and Preparation
2	Welcome and Room Setup
3	The Appetizer: Story/Artistic Offering
4	The Main Meal: Facilitated Conversation
5	The Dessert: Action Items
6	Closing: The Takeaway Menu

1.

Invitation & Preparation

The experience of care begins before anyone walks in the door.

The following are guideposts for how you might anticipate the needs of your guests and model care for them at every step. Each decision you make uniquely sets the tone for how participants are impacted by this gathering. Welcome with warmth, listen with intention and give of yourself with your very best efforts. The generosity with which guests are invited to The Table will influence how participants reciprocate and bring their own story and attention to the room. Know that every detail has an impact.

Host Registration Basics

- **Choose your location.** Consider accessibility: how will your guests travel? Where will they park? Can people using mobility devices move freely throughout the space?
- **Choose your date and time**. Consider needs: evenings work best for some, daytimes or weekends for others. Ask.
- **Decide whether you'll provide the meal, cater or ask guests to collectively contribute to a potluck.** Cooking is an act of generosity itself and will help participants feel provided for. A potluck allows a community to build something together. Catering builds bridges with chefs already engaged in the population.
- **Will you offer logistical support,** childcare or eldercare where possible?
- **Create a registration link** (Eventbrite, Google Forms, Signup Genius, or similar). Request name, email and phone number.
- **Collect dietary needs, allergies, and accessibility requests up front** in the RSVP. Always account for vegan/vegetarian guests even if it wasn't explicitly stated.
- **Check for any environmental needs** and other concerns - especially in a home (pets etc.)
- **Send your invitation.** Then make every effort to connect personally with registered guests. Follow up calls help.

Template Invitation

An adaptable invitation template can be found here in The Toolkit.

Potluck Coordination (if applicable)

Adaptable Potluck organization ideas can be found here in The Toolkit.

Planning Checklist

An adaptable planning checklist for before, during and after the event can be found here in The Toolkit.

2.

Welcome, Ritual & Room Setup

Radical hospitality starts before anyone speaks.

Consider how the room is arranged to best welcome people into the space. How are people greeted and how are they supported to engage and interact? which guests are invited to The Table will influence how participants reciprocate and bring their own story and attention to the room. Know that every detail has an impact.

Room Setup

- Whether home cooked, catered, or potluck, let the meal be part of the welcome, not a logistics footnote. Feeding is engagement. It's the central act of care.
- Employ Round tables where possible — seating that puts people face to face, not in rows.
- If a larger group, aim for tables of 4, 6, or 8 people per table —small enough for everyone to speak, large enough for a range of perspectives.
- Consider how to support people interacting with the space and with each other. Are participants wearing name tags? Are guests asked to sit next to someone they've never met? Are guests encouraged to fill roles themselves, ie: pour each other a drink, hang up each other's coats?
- Consider how someone could leave early without it feeling like a statement — an unobtrusive exit matters as much as a warm entry
- Consider what's centered on the table itself: something reflecting a historic or environmental commitment to care, or are guests asked to bring a personal item that reflects their relationship to economic care?
- Check in with guests upon arrival about accessibility needs and other concerns, (Pets, stairs, new dietary needs?)
- We suggest an organized ice breaker like the below:

Icebreaker

This question can be placed on a card at check-in, or at their place setting. For larger events, consider printing it on colored cards and asking people to find someone with the same color to answer it together.

What is a gift you've received — an act of service or something else — that helped you take care of yourself or dream differently?

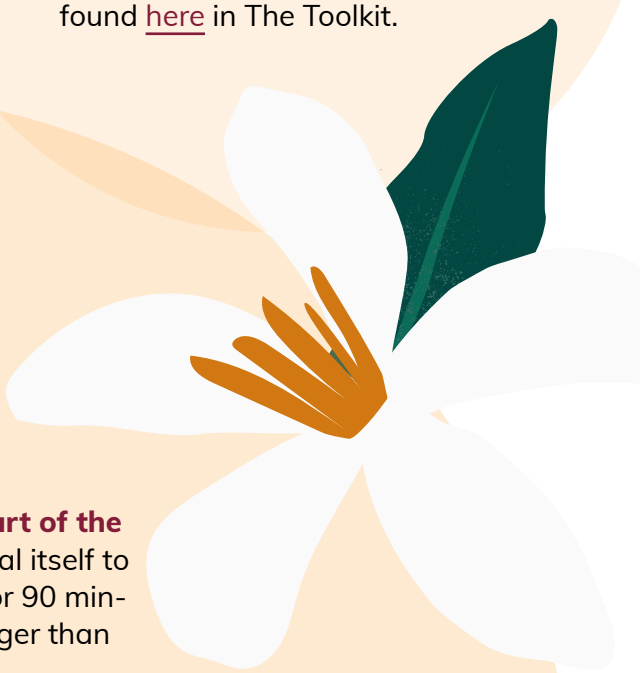
Host and Facilitator Welcome:

When it's time to formally begin, seat guests and introduce the event.

- Host shares their hopes for the evening, why they've organized this gathering, and what the evening will entail. (Adaptable Template found here in The Toolkit)
- Facilitator shares a story about why a care driven economy matters to them, sets context for how participants will engage. (Adaptable template found here in The Toolkit) Facilitator then reads "Shared Commitments".

Shared Commitments

Shared Commitments are meant to lay the groundwork for how guests can best support each other during the evening. Read them aloud and/or offer a copy for each table. An adaptable example of Shared Commitments can be found here in The Toolkit.



Suggested Timeline

A shared meal isn't a warm-up act — it's part of the design. The timeline that follows uses the meal itself to pace the emotional arc of the evening. Plan for 90 minutes to 2 hours total — people always talk longer than you plan.

20 min	**Appetizer — including story / artistic prompt**
20 min	**Main Course— including facilitated discussion**
20 min	**Dessert — including action items**

3.

The Appetizer: Story/Artistic Offering

The artistic offering is meant to move people from head space into heart space before the facilitated conversation begins.

Centering human stories into economic frameworks, it allows for a brief artistic experience (2-10 min in length) to align the room and provoke conversation. You can choose one of The Table's prepared offerings or commission a local artist to create something original for your community! Either works, choose what fits your group!

Two Ways to Open

- The Table's Artistic Offerings: From a short high-quality comedy video, to an evocative poem, we provide ready-made artistic options to jump start the conversation. Communities can use them as a launchpad or as-is. Links can be found here.
- Commission your own story: Offer a local artist the prompts below and let them build something original — theater, poetry, film, music, or another form entirely. You can encourage formats beyond video by inviting a local artist to perform live!

If you are Commissioning a Local Artist

As you think about local artists you might want to approach, here's the framing to offer:

The goal of the story is to create the conditions in which participants recognize their power — both as individuals and collectives — to create a more equitable world both interpersonally and on a political level.

Hey artist — we want our guests to consider economic care not just in terms of what they need, but in terms of their responsibility to care for others. Can you create an artistic offering that connects a personal story to larger structural and policy realities?



Prompts to Offer Artists

- What would you do if you didn't have to worry about rent, about your bills?
- What is a gift you've received — an act of service or something material — that helped you care for yourself, or dream differently?
- What responsibility do you feel to care for people you don't know?
- When has a neighbor, or someone you didn't know, shown you support?
- What would your world look like if everyone had access to resources?
- What would your world look like if everyone had their needs met?

Runtime Targets

- **Filmed pieces:** 3–5 minutes, 1–2 ideas maximum — past that, a filmed piece will lose the room.
- **Live theatrical piece:** 10–12 minutes, 3–4 ideas maximum — beyond that, it overwhelms the audience.
- Suggested timings also apply to composed music or spoken word.

Suggested Timeline

We strongly encourage artists to interrogate the relationship between content and form. We encourage joy and the use of comedy to uplift hard truths. As we advocate for radical transformation in our economic relationships, we support using the artistic offering to show folks the value of breaking outside boundaries set by our economic culture. These stories should feel like a place where anything is possible, because that's the environment and feeling we're trying to have participants create in their own lives. Remember, how stories are shared at the start of the event sets the stage for how open participants will be sharing their stories with each other.



4.

The Main Course: Facilitated Conversation

As participants move onto the main course, allow time for guests to contemplate the artistic offering and organically share responses with others at their table.

Once you introduce guided discussion, the hope is for participants to understand their experience isn't isolated, their personal stories connect to structural and policy realities.

The Role of Conversation

Brave conversation helps foster understanding of diverse perspectives and can catalyze collective action. Through dialogue, we aim to challenge assumptions, and cultivate a sense of belonging. Ultimately, we want these conversations to help propel communities toward meaningful change by empowering people to collaboratively address pressing social issues.

How the Conversation Flows

As a recommendation, the facilitator will prompt guests with the first question, then allow time for each person to answer before opening to cross community dialogue. To help avoid any individual monopolizing the conversation, suggest a one or two minute time limit — and keep to it. Any participant can choose to pass.

After the first round, let people answer as they choose. This is an invitational process; it's okay for a participant to stay silent. Try to follow the order, it's okay if your group connects deeply on just one prompt.



1: Response to Artistic Offering

- Each person answers in turn.
- Share your name.
- What sticks with you from the story we just witnessed?
- How would that story be different if our society were based more on care and less on profit?

2: Personal Experience

- What are the sources of strength you bring to the economic challenges of your everyday life? Where do you find support?
- In what ways are you (or others) shouldering the responsibility to care for family and community? In what ways can supporting each other in community energize more than overwhelm?

3: Philosophical Question

- What responsibilities do we have to care for people we don't know?
- What's the difference between charity and justice, in your own words?

4: Action & Do-Differently Question

- What would your neighborhood (or workplace) look like if "everybody won"? What's one way you could contribute to that future?
- Additional (if needed): What would an economy of care look like? How would it show up in our families and communities?

5: Additional Questions (use if needed)

- What examples of care and mutual aid already exist in your community?
- *(Mutual aid is a system of resource and skill sharing based on solidarity vs. charity)
- What's something small you've already done that felt like an act of economic care?
- Who in your life would benefit most if this table's ideas became real?
- What's one thing this table could do together in the next month to move toward that vision?
- What's a form of care you could offer that costs you nothing but time? What form of care would you ask for from someone volunteering theirs?

Facilitator Guidance

- Be calm and fully present for the experience.
- Treat participants as experts of their own experience — refrain from correcting or fact-checking personal stories.
- Use accessible language; explain concepts rather than assuming prior knowledge.
- Invite participation rather than press for it — it's okay for someone to just listen.
- Be rigorous about unconscious bias in how questions are framed.

Facilitator Tactics

Printable Facilitator Tactics for Tricky Table Moments can be found here in The Toolkit.

5.

The Dessert: Action Items

The evening shouldn't end on inspiration alone — it should leave people equipped and connected to do something concrete.

The below is designed to help conversation move toward action. A list, similar to the below, could be built in advance by the host and facilitator, or co-created by participants at the table. Please adapt as needed.

Choose What's Yours to Carry

Every action counts. Pick one thing — small or large — you're willing to do, and take it with you.

Shared Plates — with others

- Set a date to reconnect with the people at your table — share contact info; start a group thread.
- Set a date to gather a few neighbors — you already have everything you'd need in this playbook, and we'll help you get started.
- Start or join a mutual aid effort. Find a network near you — mutualaidhub.org
- Spend at three culturally diverse small businesses in your area this month.
- Connect with a local campaign or elected officials working toward economic care in your community

Small Plates — this week, on your own

- Invite one neighbor you don't know well to coffee or a porch sit this month.
- Record your story and add it to our growing *Economies of Care*
- Update your voter registration and create a plan to vote! — vote.org (5 minutes)
- Look up your representatives and save their contact info — commoncause.org
- Download the 5 Calls app — it finds your representatives and gives you a script, so calling them takes minutes — 5calls.org
- Sign up to stay connected with the Horizons Project — horizonsproject.us/signup

Big Commitments — ongoing or public

Take these questions to a candidate or community leader, and notice whether they answer:

- "When you talk about the economy, whose wellbeing are you measuring — and how?"
- "What would you do in your first year to make care — childcare, eldercare, healthcare — more affordable for families like the ones in this room?"
- "What's one thing you'd fund even if it didn't show up as economic growth?"

Show up to one city council or school board meeting this season — bring a question about care.

6.

Closing: The Takeaway Menu

Facilitator uplifts discoveries from the evening and plants the seeds for the next gathering. (Adaptable template found here in The Toolkit)

- Recap key takeaways and discoveries
- Thank host, artist and participants
- Encourage participants to host a gathering of their own
- Distribute The Takeaway Menu

The Takeaway Menu: Local Resource List

The Takeaway Menu is a printed postcard uplifting local organizations who do economic justice work. We encourage you to create this printed resource for your participants by choosing one organization for each of the following key economic justice categories.

- **Food**
- **Land/housing**
- **Labor**
- **Education**
- **Government**
- **Story**

Please list the organization and their contact/website. The list will serve as a potent reminder that economic justice must involve a holistic approach to the land where we live, eat, work, think, govern and share the stories of who we are with each other.

The Toolkit

These pages hold the scripts, cards and printables.

Everything here is meant to be spoken aloud or printed and placed on the table. Each piece stands alone so you can print individually. For the full guidance behind these pieces, see Part 2 (The Playbook).

1	Invitation Template
2	Potluck Coordination
3	Icebreaker Card
4	Host Welcome Script
5	Facilitator Welcome and Shared Commitments
6	Folded Table Program
7	Artistic Offering
8	Facilitator Cards: The Four Moves/ Tricky Table Moments
9	Facilitator Closing
10	The Takeaway Menu: Local Resource List
11	Printing and Planning Checklist

Invitation Template

I am so excited for you to join me, [YOUR NAME], your host for The Table, on [DATE].

We'll be gathering to imagine what an economy built on care could actually look like — grounded in shared stories and a shared meal. To do this, we'll need YOU, because we need to hear YOUR voice.

We'll meet at [ADDRESS]. Parking is located _____

Plan to arrive by [ARRIVAL TIME], with welcome and a short artistic offering starting at [START TIME] and the meal taking place throughout. (Mention here potluck needs or any other details about the dinner). Please do share any allergies or food sensitivities you have. Additionally, please make us aware of any accessibility needs. (Add any particulars about the venue here).

We can't wait to welcome you to good food, fun, fellowship, and inspired conversation. See you soon!

RSVP here: [REGISTRATION LINK]. Again, please note any dietary needs, allergies, or accessibility requests so we can make sure everyone is cared for.

If you have any questions, don't hesitate to reach out. I hope you can join us — your presence will genuinely add to what we build together.



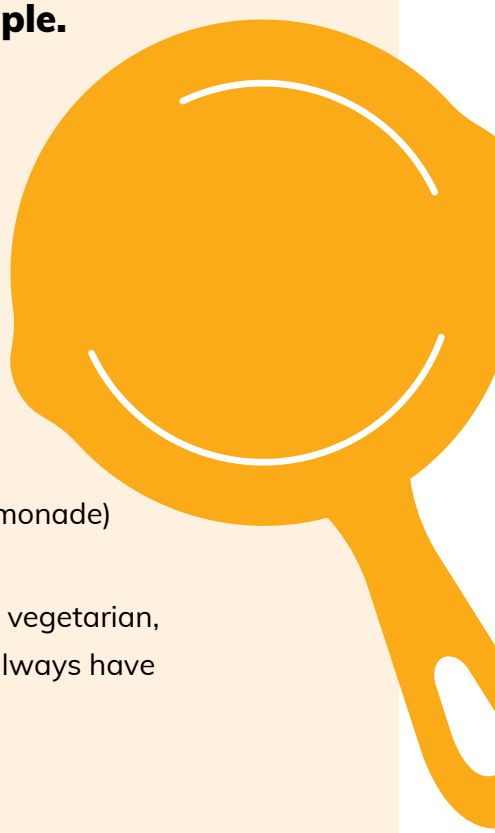
Potluck Coordination (if applicable)

If your gathering is a potluck, assign dishes by last name, after guests register, to keep coordination simple.

A sample breakdown for a group of 40–50:

- **A–D:** protein dish
- **E–H:** dessert
- **I–L:** side dish
- **M–O:** bread or appetizer
- **P–R:** napkins, cups, plasticware
- **S:** salad or vegetable (plus dressing)
- **T–W:** beverages for 12 (water, sweet and unsweet tea, lemonade)

Continue to note food needs across every level of the invitation: vegetarian, gluten-free, non-dairy, and any allergies etc. — guests should always have something they can eat without asking.







Icebreaker

This question can be placed on a card at check-in, or at each place setting. For larger events, consider printing it on colored cards and asking people to find someone with the same color to answer it together.

What is a gift you've received — an act of service or something else — that helped you care for yourself or dream differently?



Host Welcome Script

To read aloud after guests have arrived and before the performance begins.

“Hi everyone — thank you so much for being here tonight. I’m [YOUR NAME], and I’m so glad you said yes to this invitation.

This gathering is part of something bigger than just tonight. The Horizons Project Economic Justice working group created this experience because we believe that before people can imagine a different economy, they have to feel what care actually looks like — in a room, at a table, with people they may or may not already know. Gatherings like this one are happening in homes, congregations, and community spaces across the country, all working through the same questions we’re going to sit with tonight.

Tonight, we’re going to share a meal together, listen to a story that opens up some big questions, and then have a real conversation — one where we get to imagine, together, what an economy built on care could actually look like.

Before we get started: [bathroom / parking / logistics notes as needed]. If you have any dietary needs we didn’t already account for, please let me know.



Facilitator Welcome

Sets the context for how we engage, and how we arrive at the shared commitments.

“Thank you, [HOST NAME]. My name is [FACILITATOR NAME], and I’ll be guiding us through the conversation tonight.

Before we dive in, I want to name a few things about how we’re going to be together. I call these our Shared Commitments.

Shared Commitments

[Use these as a guide and feel free to adapt to your community. These can also be posted, or a copy left on each table.]

- Arrive as you are, and make room for others to do the same. You do not have to be certain, energized, or ready to perform in order to belong here.
- Practice radical hospitality. Help create a space where people feel welcomed, included, and at ease.
- Listen to understand; avoid the urge to fix, debate, or rush past someone’s experience.
- Share from what you know and have lived, without assuming your experience is everyone’s experience.
- Honor difference without turning it into distance. Stay open.
- Practice radical service in practical ways. Care is not only something we talk about. It is something we do through attention, generosity, and support.
- Let the conversation move us toward possibility and action. Stay open to what care might ask of us in our communities, relationships, and public life.

Facilitator Welcome

A few more things to know going in:

This conversation is just the beginning. Real solutions come from continued work. This isn't about arriving at answers. It's about starting something.

You don't need to be an expert. You are the expert on your own life and experience. That's all we're asking you to bring.

You don't have to figure anything out. Uncertainty, disagreement, and not knowing what to say are all welcome here.

With that — let's begin."

The facilitator shares a short story about why this matters to them. (2 minutes max.)



Folded Table Program

The printable folded program is a separate one-page file, designed to print double-sided on 8.5×11 paper and fold down the middle. The file that can be found HERE.

Feel free to edit it to fit your community's needs and your chosen art offering. For example, you might add a local data point from your community or swap in a different icebreaker question.

- Title / welcome / What We Know (data points)
- Shared Commitments
- Table menu — the shape of the evening (ice breaker, art offering, facilitated conversation and takeaway menu)

Use the companion file "The Table Program" for the print-ready version.

Artistic Offerings:

The artistic offering is meant to move people from head space into heart space before the facilitated conversation begins.

You can choose one of The Table's three prepared offerings below, or commission a local artist to create something original for your community! Either works, choose what fits your group!

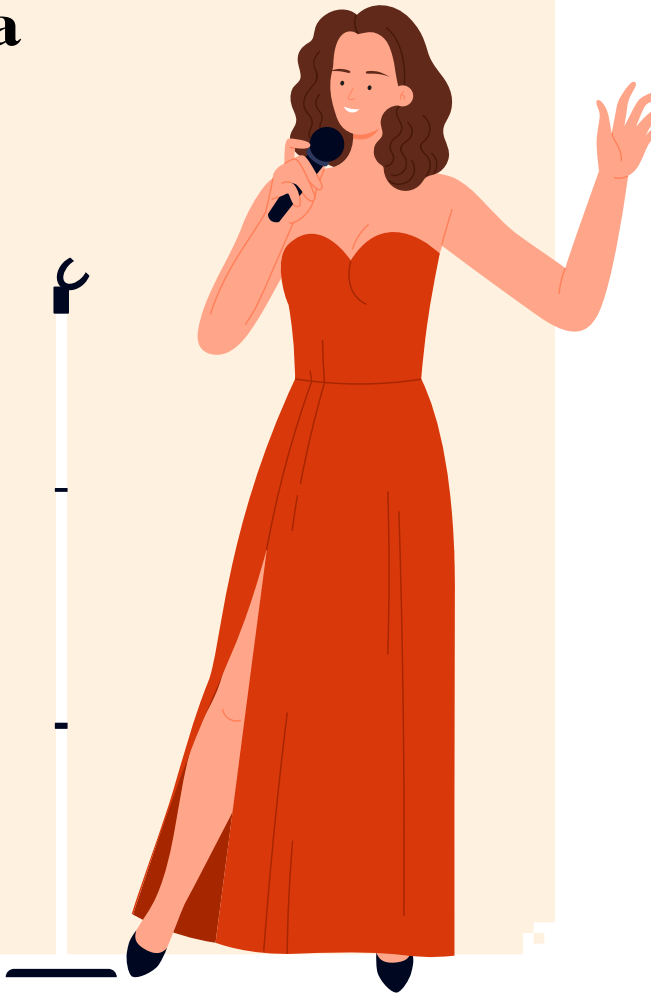
A facilitated conversation will follow the artistic offering. You can find suggested questions HERE.

Reparations at Rotunda Comedic Video

A comedy video made by Mark Kendall and Bill Worley from CoolCoolCool Productions in Atlanta, connecting the possibility of an economy based on care to historic economic injustices and the need for reparations.

LINK TO YOUTUBE VIDEO

Possible first prompt for discussion: This video framed the challenge of creating an economy of care to the need for reparations. How would the challenges of creating economies of care be framed for your community?



Artistic Offerings:

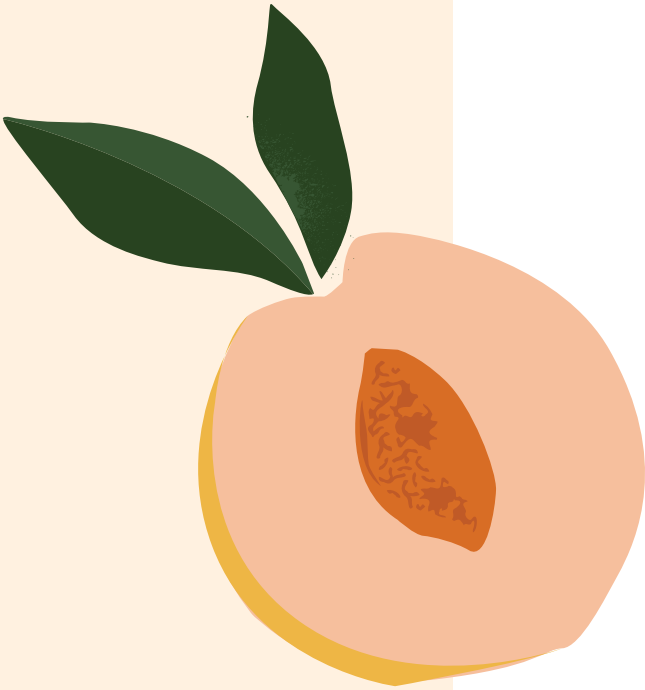
KINDNESS by Naomi Shihab Nye

A poem by San Antonio poet, and Young People's National Poet Laureate, Naomi Shihab Nye about how we come to experience each other.

Before you know what kindness really is
you must lose things,
feel the future dissolve in a moment
like salt in a weakened broth.
What you held in your hand,
what you counted and carefully saved,
all this must go so you know
how desolate the landscape can be
between the regions of kindness.
How you ride and ride
thinking the bus will never stop,
the passengers eating maize and chicken
will stare out the window forever.

Before you learn the tender gravity of kindness
you must travel where the Indian in a white poncho
lies dead by the side of the road.
You must see how this could be you,
how he too was someone
who journeyed through the night with plans
and the simple breath that kept him alive.

Before you know kindness as the deepest thing inside,
you must know sorrow as the other deepest thing.
You must wake up with sorrow.
You must speak to it till your voice
catches the thread of all sorrows
and you see the size of the cloth.
Then it is only kindness that makes sense anymore,
only kindness that ties your shoes
and sends you out into the day to gaze at bread,
only kindness that raises its head
from the crowd of the world to say
It is I you have been looking for,
and then goes with you everywhere
like a shadow or a friend.



From Words Under the Words: Selected Poems. Copyright © 1995 by Naomi Shihab Nye.

Artistic Offerings:

Writing Prompt “I feel the future when….”

A fill-in-the-blank piece to be completed individually, then shared. Set out paper and pens at each table for participants to use. If you are stuck on what the artistic prompt should be, why not let participants create it themselves?

I feel supported when….

I feel cared for when….

I feel secure when…

I feel healthy when…

I feel the world is fair when…

I feel the world is just when…

I feel like I can go, with joy and hope, when…

I feel the future when…



Facilitator Tactics — Tricky Table Moments

Print small (index-card size), double sided for facilitators only, not for the table.

Side A — Four Moves for when the conversation needs a hand:

- **Pause** — out loud. “Let’s take a breath, together.”
- **Name** — what you’re noticing, without blame.
- **Return** — to your shared commitments.
- **Ask** — a question that slows things down.

Side B — Reading the Room

- **Conflict heating up:** pause, then name what you hear on both sides.“Did this disagreement just erupt, or is there history here?”
- **Someone seems targeted:** step in clearly, return to commitments. “We can disagree. But we won’t attack or blame.”
- **Someone appears overwhelmed:** slow the room, acknowledge, offer space. “There’s no rush. Take what time you need.”
- **Group looks to be stuck:** ask the group to diagnose itself. “Are we stuck because we’re unclear — or because we’re facing an obstacle?”



Facilitator Closing — Reflect, Connect, and Host the Next Gathering

An invitation offered at the close, so this experience can spark a future one.

Before guests leave, invite them to take a few final steps together: gather for a group photo to capture the moment, and encourage everyone to follow through on the commitments they named.

Then offer this invitation:

“If something about tonight stayed with you, consider hosting your own gathering for your circle of friends, family, or neighbors.

Almost anyone can host. Everything you’d need is in a shared toolkit we used for tonight, and we’re glad to help you get started.

The more tables we set, the closer we get to the economy of care we’ve been imagining together.”

Point interested guests to this document — that’s everything they need to set their own table.



Share Your Feedback With Us

As a host, your feedback helps us improve this toolkit and support future gatherings.

Click HERE or scan the QR code below to share your thoughts, reflections, and how your evening went. Please also encourage your guests to share their feedback; they'll find the same QR code on the back of the table menu.

The Takeaway Menu: Local Resources List

Consider engaging with the following organizations already deep at work in our community:

- FOOD:
- LAND/HOUSING:
- LABOR:
- EDUCATION:
- GOVERNMENT:
- STORY:

These organizations are a potent reminder that economic justice must involve a holistic approach to the land where we live, eat, work, think, govern and share the stories of who we are with each other.

The Takeaway Menu is a printed postcard uplifting local organizations who do economic justice work. We encourage you to create this printed resource list for your participants by choosing one organization for each of the above key economic justice categories.

Planning Checklist

A single reference for hosts and facilitators the day of the gathering.



Before the Event

- ❑ Location and date confirmed
- ❑ Registration link live; guest list tracked; dietary needs, allergies, and accessibility requests collected
- ❑ Invitation sent, including the pre-event talk link
- ❑ Meal plan set — catered or potluck assignments sent
- ❑ Facilitator confirmed, separate from host where possible
- ❑ Artistic piece selected or commissioned
- ❑ Room setup planned — tables, name tags ready
- ❑ Childcare / eldercare support arranged, if needed

Day of the Event

- ❑ Doors open with personal greeting at entry
- ❑ Host welcome delivered
- ❑ Shared commitments read aloud or posted
- ❑ Meal served on the structure: appetizer = performance, meal = discussion, dessert = action items
- ❑ Facilitator has guiding questions and Tricky Table Moments card on hand
- ❑ Takeaway menu / local resource list available
- ❑ Gather feedback from guests and hosts
- ❑ Photo consent addressed if photos will be taken

Planning Checklist

After the Event

- ❑ Follow up with attendees — thank you and next steps
- ❑ Invite guests to consider hosting the next gathering (see Toolkit closing)
- ❑ Encourage story sharing at: storyhost.net/horizons-care-stories
- ❑ Share feedback with the working group via Feedback form in progress.
- ❑ Log what worked / what to adjust for the next gathering

Printing Checklist

- ❑ Table program and shared commitments: print on cardstock, one per table or per seat.
- ❑ Facilitator tactics card for tricky table moments: print smaller — index-card size — double-sided, one per facilitator.
- ❑ Ice Breaker cards