

The Big Table - How to Host

*If at any point you have questions or need assistance, locate an event organizer.
We have balloons tied to us!*

The Essentials:

- Orient yourself to your table and materials.
- Help people find seats, disperse groups between tables.
- Eat great food and play conversation game
- Ask: What happened that was meaningful?
- Fill out survey (in envelope)
- Photo of group
- Complete Guinness Letter
- Clean-up

Step 1 - (4:15 to 4:45) Orientation and Preparation

- Choose a table - they are not assigned.
- Fill out a nametag and orient yourself to the materials at your seating table (i.e. nametags, story cards, Guinness letter, surveys)
- Do the same with your area food table (i.e. plates, napkins, utensils and ingredient cards)
- Locate the closest trash, recycling and food receptacles and ask where your tables and chairs should be taken when the event is complete.

Step 2 - (4:45 to 5:15) Welcome guests

- Work with other table hosts to create diverse tables, dividing up large groups at different tables as they are comfortable.
- Place food brought by participants on the center table.
- If you there are less than five people at your table, you may decide to combine with another table in your area.
- Have participants fill out nametags and fill out ingredient cards. Check that everyone has a wristband.

Step 3 - (5:15 to 5:30) Fix plates

- Once your table and area is mostly full, invite participants fill their plates from the area food table and return to your table.

Step 4 - (5:30 to 6:30) Eat and Share Stories

- Invite participants to begin eating and explain the conversation game that will be used to invite storytelling and sharing. You could read this script:
 - *On the table in front of us are Louisville Conversation Cards, a game designed to spark interesting conversation in our group. The cards have questions ranging in intimacy and depth, with 1 being the “easiest” and increasing in stacks 2 and 3.*
 - *Each person is invited to choose a card according to your comfort level. Please keep your answer to less than 3 minutes.*
- The Table Host can go first and model an answer.
- Take turns going around the table selecting and commenting on the topic. Please remind participants to keep the sharing to less than 3 minutes.

- Encourage and support everyone's participation, especially if there are children at the table. They may want to draw their answer on the table.
- Encourage participants to be mindful of the time and to keep their sharing to an appropriate length. Please leave 20 minutes for closing.

Guinness World Record Participation Time - (5:45-6:15)

For our record to be official, everyone must be participating together during the same 30 minutes. As a host, you are responsible for the count at your table.

Does everyone have to be seated? No. Can I get more food? Yes! Can I go to the bathroom? Yes. Can I go to the playground? No, please within the boundary of the event so you can be counted!

Step 5 - (6:30 to 6:50) Closing

- Close the story sharing time by giving everyone a moment to reflect on the question. **"What was meaningful that happened this evening?"** Ask each participant to share their answer if they are comfortable. You may need to encourage comments to be limited to one or two minutes depending on time constraints.
- Distribute the **brief survey** and return in the envelope provided. This is important to help us create more meaningful events and to stay connected to participants.
- Is anyone willing to **make a donation** toward the costs of hosting The Big Table? All proceeds will go to the creation of similar events. The Global Human project is a non-profit organization. (Please give the envelopes to an event organizer at the end.)

Step 6 - (6:50 to 7:00ish) Group Photo and Cleaning Up *Needed for Guinness.*****

- Have another Table Host in your area take a group photo with your cameras of your group members, as they are willing.
 - 1) send photo to cathy.berkey@gmail.com and
 - 2) share on social media (Facebook, Twitter, Instagram) using the hashtag **#BigTable502**)
- Encourage participants to exchange contact information if they would like to stay connected and possibly host future small group potlucks!
- Instruct your participants on how to dispose of their food and paper products in appropriate receptacles and to retrieve their dishes and serving utensils from the area table.
- Ask participants to fold table and chairs and stack to the side of the road.

Step 7 - (7:00 to 7:30) Guinness Letter, Table Host Reflect, Clean-Up and Pack-Up

- Complete the Guinness Steward Letter. Return all hosting materials to event organizers (We have helium balloons tied to us!).
- Connect with other Table Hosts and organizers and share your experience. Your reflections are valued and important for creating future community conversation events.
- Remove paper covering and extra printed materials from your table and put in recycling bin.

Conversation Questions (to use in lieu of a card deck)

- ~Your favorite place in Louisville
- ~What gives you energy and joy
- ~A way you express creativity
- ~A time you made your parents proud
- ~An experience that changed your way of thinking
- ~Something people would be surprised to find out about you
- ~How you got through a particularly rough time in your life
- ~Three people you would invite to dinner
- ~A perfect day
- ~Your favorite holiday
- ~A meaningful family tradition
- ~Wild Card: The person to your left creates your question