

# Potluck & Perspectives Checklist

## Event planning

- Choose your gathering style: Decide on the format that best fits your community's vibe, such as an 8:00 AM morning brew, a park picnic, a classic backyard BBQ, or an evening neighborhood potluck
- Create a guestlist
- Book and confirm event location
- Send out invitations

## Materials & story sharing setup

- Determine storytelling method (interviews, discussion prompts, discussion cards, etc.)
- Print any conversation guides needed
- Gather any resources needed such as pens, paper or stickynotes.
- Consider "hello my name is" tags to help break the ice

## Story collection

- Determine how you are going to collect community stories.
- Set up story collection mechanism (video station)

## Host the event!

- Share a meal and facilitate the story share
- Capture the stories: invite attendees to share their experiences at the video station, photo area, or story wall
- Send a thank-you message to your volunteers, partners, and attendees to sustain the community connection

## Share your story

- Visit [www.250andbeyond.com/OurAmericanStory](http://www.250andbeyond.com/OurAmericanStory) and share your community's story of service.