

Dinner checklist



Here is a final checklist to help you prep for your own event.

Planning a dinner (✓ checklist)

- ✓ Recruit a co-host (optional)
- _ Recruit participants
- _ Set the date and location
- _ Let us know you're planning a #NeighborUp dinner by sharing on social media
- _ Choose a potluck dish, and email other attendees to coordinate who's bringing what
- _ Prepare your guests for what to expect

Day of prep (✓ checklist)

- _ Pick up ingredients for your potluck item
- _ Set-up the space (Be sure to place the NeighborUp Toast where guests can see it)
- _ Cook the main dish (Alternatively: Feel free to invite dinner guests over early to cook together)
- _ Kick off with a toast
- _ Introduce the ground rules
- _ Do introductions

- _ Talk, listen, eat, & drink
- _ Reflect & share resources
- _ Document dinner with photos of table and foods

Post-dinner (✓ checklist)

- _ Send thank you notes or emails, photos
- _ Consider what comes next for you - hosting another dinner, or plugging in with one of the other trust building organizations
- _ Help build the movement of trust building in communities by sharing photos from your dinner with #NeighborUp

