

# Host Guide

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on the table.

AN INVITATION FROM

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## Plan your event

You've already taken the first step to hosting your On the Table event by registering. Well done! Now make sure you've completed your host profile. Login to your account at [onthetableBC.com](https://onthetableBC.com) and fill in all the fields so we know a bit more about you and your event. Before event day, go through this checklist to make sure you're ready for a great event:

- o Choose what topic you'll talk about.
- o Decide where you're going to host.
- o Plan a menu—big, small or maybe a potluck, it doesn't matter.
- o Invite and confirm your guests.



## Get set up

Before your guests arrive, spend a bit of time getting organized so you're relaxed and ready to greet and mingle. Here's a few tips to ensure you're well prepared:

- o Set your table in advance.
- o Get the food ready to serve.
- o Print out conversation cards available for download from [onthetableBC.com/resources](https://onthetableBC.com/resources)



## Be a good host

Your guests have arrived, people have been introduced, and now they're looking to you for guidance. Don't worry! On the Table doesn't have to be complicated, and you have everything you need. Here's how you can keep things rolling:

- o Use the conversation cards to break the ice and get everyone talking.
- o Share the topic you've chosen with the group and explain why it's important to you.
- o Give everyone a chance to talk about what's on their mind. If new topics come up, that's okay too.
- o Remember this conversation can be as structured or as free as you want. It's all up to you.



## Share what happened

You did it! Thanks so much for doing your part to bring people together in your community.

Now we want to know how it went and what you talked about:

- o Use [#onthetableBC](#) on social media to share pictures of your event, the food you served, and anything interesting that came up during your conversation. We encourage you to complete and share this statement *"I participated in [#onthetableBC](#) because..."*
- o You and your guests will receive a short survey that will hit your inbox after the event. It will give us an important snapshot of what's on people's minds across BC right now. We look forward to sharing that with you.

**on the table.**



Since 1943, Vancouver Foundation has been community inspired—connecting the generosity of donors with the energy, ideas, and time of people in communities across BC.

This year is our 75th anniversary, and we want our celebration to be about something bigger than us. That's why we're inviting everyone to be part of it, through On the Table.