

# Appendix 10. Table Host Guidelines

**Goal of the event:** To engage families and the community and build the relationships necessary for inclusive practices to flourish. Feedback and ideas will help identify which actions to prioritize and which issues to consider.

**The place:** *[Insert information about the place/ day/ time here]*. Everyone is welcomed and encouraged to participate in authentic dialogue. We ask everyone to engage in deep listening and shared learning during and after the event.

**The facilitators:** *[Insert information about those who are hosting the event]*.

**Our time together:** *[Insert the start time (for example, 6:30 p.m.) and the amount of time the meeting will last]*. Below is a set of guidelines for table hosts. Use the guidelines and your good judgment and be aware of how the conversation is going at your table. The intention is to create a space where everyone feels comfortable participating. All participants are encouraged to write down their thoughts on the notepaper and notepads provided. We will collect these notes at the end of the event for the harvest of ideas.

**Discussion questions:** The discussion questions were designed to require more than a simple “yes” or “no” answer so we can understand what matters to our community. Give everyone at your table time to share their thoughts. The facilitator will present the following questions to the whole group:

- What does inclusion and belonging look like, sound like, and feel like to you?
- What relationships need to be developed and strengthened so that students can thrive as learners, future employees, and community members?
- As we move through this work together, what are we missing?

## Table Host Guidelines

- Seat five to seven people at a table, including yourself.
- Welcome participants. Encourage everyone to introduce themselves, their role in the community, and their reason for attending.
- The facilitator will start with an introduction question (*What wisdom do you bring to this conversation?*). This activity is designed to build trust at the table and get people oriented to conversation.
- There will be two small group discussions. Each one is scheduled to last 20 minutes. People (including table hosts) are encouraged to write, doodle, and draw their key ideas on the table covers. There will also be large sheets of paper and Post-it notes for people to use on the table.

- Invite the quiet voices. Make sure that everyone feels comfortable contributing to the conversation.
- If the conversation goes off topic, gently bring participants back to the current discussion question.
- After each round of conversation, there will be an opportunity to share insights and discoveries in a large group discussion. This is where we may see patterns begin to emerge.

## **Group Agreements for the Community Conversation**

- Be inclusive, allowing everyone to share.
- Share from your own perspective using “I” statements.
- Listen to build understanding and learn from others.
- Practice self-care. Attend to your personal needs.
- Respect confidentiality. Personal information that is shared should remain in the meeting room.
- Enjoy the time together!

**Write, doodle, draw – being creative on the table covering is encouraged!**