



This summer, use this simple checklist to plan your 2018 Come to the Table potluck. Break bread, share culture, conversation, tradition, and stories with newcomers, immigrants, refugees, and long-time residents.

A Checklist for a Successful Potluck:

- Build a planning team.
- Secure a venue. Consider a church gathering space, school cafeteria, gymnasium, meeting space, park pavilion, etc.
- Set a date for your Come to the Table potluck.
- Determine your space's capacity.
- Clarify key attendee focus. Are you hosting this at a parish? Are there parishioners who are recent immigrants? Are you focused on families attending your school? Or is your planning team focused in a specific neighborhood?
- Create a digital and/or print invitation with event details (remember to specify that this a potluck!)

Outreach to the migrant community:

- Reach out to local organizations serving immigrant communities and/or refugee resettlement agencies.
- Formally invite staff, volunteers, and families served to attend.
- Follow up as needed.



Outreach to members of the longtime resident community:

- Consider forums like your school or parish events page, social media platforms, church bulletins, and neighborhood/community bulletin boards to share your event details.
- Invite local city or neighborhood elected representatives or other community leaders.

Order Come to the Table stickers, as needed (note: registered participants will receive 25 free stickers).

Plan for event logistics:

****Remember that the presence of your local immigrant or refugee community is vital to the success of your event, so assess your unique local needs. Consider recruiting volunteers to:**

- Provide transportation
- Serve as a welcoming committee
- Provide translation services

Plan event program:

Determine if you want a formal program or speaker at your event, or a more laid-back shared meal.

- Print and assemble conversation starters
- Recruit emcee (if needed)
- Recruit speaker (if needed)
- Recruit volunteers to take photos
- Create an event program (if needed)

Assemble event materials:

- Dishes, flatware, napkins, and cups
- Plan for beverages
- Clipboard and pens for sign-in sheet
- Decor, as desired
- Tables and chairs
- Conversation starters (cut into strips) <http://bit.ly/potluck-convo-starters>
- Come to the Table welcome signs <http://bit.ly/potluck-welcome>
- Come to the Table stickers (25 free stickers will be mailed to all registered potlucks)
- Ribbon or strips of cloth (for Prayers of Welcome)
See instructions: <http://bit.ly/prayers-of-welcome>
- Ultra-fine sharpies (for Prayers of Welcome)

After the event:

- Report back to ISN with your event details, stories, and photos using:
<http://bit.ly/potluck-reportback>
- Return your Prayers of Welcome ribbons in the pre-paid addressed envelope provided by ISN with your stickers.