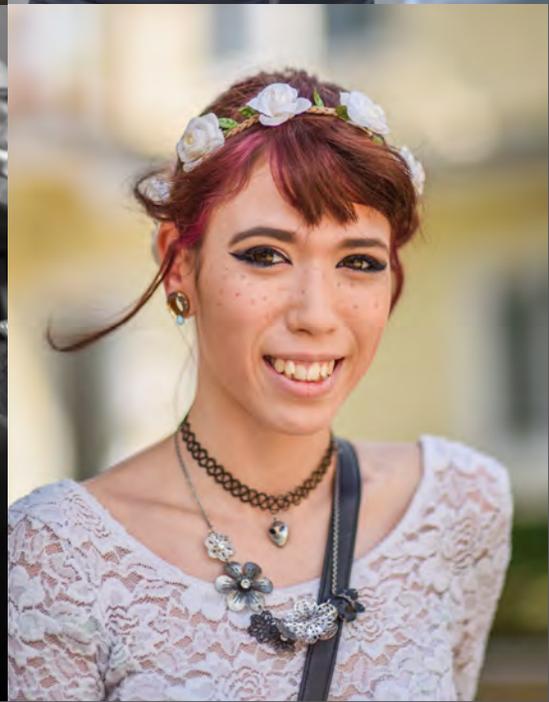




**on the table**<sup>®</sup>  
greater akron



Host Toolkit

# YOUR VOICE MATTERS

WHEN WE COME TOGETHER AS  
A COMMUNITY TO LISTEN TO  
AND LEARN FROM ONE ANOTHER,  
WE HAVE THE POWER TO IMPACT  
NEIGHBORHOODS AND LIVES.  
THAT'S WHAT *ON THE TABLE*  
*GREATER AKRON* IS ALL ABOUT.

# ABOUT *ON THE TABLE* GREATER AKRON

Thanks for hosting a mealtime conversation as part of *On the Table* on Tuesday, October 3, 2017. You will be part of an exciting, communitywide initiative in our region that will bring diverse residents together at family dinner tables, local restaurants, church basements, community centers, classrooms and more. Community members — young and old — will come together to discuss ways we can make our communities stronger, safer and more dynamic.

We know that big ideas can spring from small conversations, and that people invest in what they help create. While there is no “quick fix” to the many issues facing any community, progress can result from residents, organizations, businesses, foundations and government agencies sharing ideas and working together to make contributions that add up to greater solutions. *On the Table* will connect individuals and communities of diverse perspectives and backgrounds to do just that.

# LET'S GET STARTED

## *Planning Your Event*

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### **DATE: OCTOBER 3, 2017**

*On the Table* can take place over breakfast, lunch, dinner or anytime in between. Plan for 60- to 90-minute conversations.

### **GUESTS**

The invitation list is up to you. Start with people you know – friends, family, colleagues, neighbors – and then expand your circle. Consider co-hosting your event with a local church or nonprofit, asking your guests to bring a friend, or inviting people from your network who don't already know one another.

### **NUMBERS**

Eight to 12 guests per table is ideal. *On the Table* is about giving everyone a chance to speak and be heard. If you want to host a larger gathering, consider breaking into smaller groups and allowing time for each group to discuss and report out to the larger group.

### **REGISTRATION**

Visit [www.OnTheTableAkron.com](http://www.OnTheTableAkron.com) to register your event.

### **SPREAD THE WORD**

What will you do to create a stronger community? How will you use your *On the Table* conversation to bring your colleagues, friends, family and neighbors together to lead change in your organization, neighborhood or throughout the community? Akron Community Foundation encourages you and your guests to share commitments and connections with us before, during and after your conversation using the hashtag #OnTheTableAkron.

# THE TABLE IS SET, GUESTS ARE GATHERED ... NOW WHAT?

## *Conversation Guidelines and Sample Prompts*

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First, our fundamental discussion question – **“What can we do together to create a stronger community?”** – is intentionally left VERY open-ended to encourage *On the Table* participants to think creatively and reflect on possibilities, rather than fixate on already-identified challenges.

Second, remember every guest’s ideas and stories are important. *On the Table* conversations should provide an opportunity for all participants to reflect on what they value most, consider choices and tradeoffs, and invite all ideas.

### DOS AND DON'TS

#### *DO*

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- Encourage everyone to participate
- Invite guests to follow up and expand on ideas
- Share your photos, videos and stories on October 3 using the hashtag #OnTheTableAkron on Twitter, Facebook and Instagram
- Email your questions to [Info@OnTheTableAkron.com](mailto:Info@OnTheTableAkron.com) or call 330-376-8522

#### *DON'T*

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- Micromanage the conversation; let it flow freely
- Be judgmental or dismissive of any person’s comments or ideas
- Promote arguments or unproductive debates
- Be afraid to ask if you have questions on October 3 – we have a team ready to help

### SAMPLE CONVERSATION PROMPTS

To get your conversation started, we’ve compiled a list of sample questions. Here are a few examples to consider:

1. What brought you to the table?
2. What are your hopes for our community, now and in the future?
3. What are the positive qualities or characteristics of our community? How can we leverage those attributes to strengthen our community?
4. What does our community need? What can we do individually or collectively to address those needs?
5. Let’s choose a problem facing our community, neighborhood or region and discuss how we would solve it.
6. Share one important thing we’ve accomplished here. What is one next step you would like to take, either individually or collectively, based on our conversation?

***Please record the names and emails of each guest on the sign-in sheet. Make sure you have a final count of the number of guests. This information will ONLY be used for the On the Table email survey.***

# WRAPPING UP

## *After Your Event*

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Before your guests depart, encourage them to help us record the thoughts, actions and ideas that came out of your conversation by completing a **short email or paper survey** being conducted by the University of Illinois at Chicago Institute for Policy and Civic Engagement.

**At the conclusion of your conversation, please email or mail a photo of the sign-in sheet with participants' names and emails to Akron Community Foundation.**

- Email - [Info@OnTheTableAkron.com](mailto:Info@OnTheTableAkron.com)
- Mail to: Akron Community Foundation, 345 W. Cedar St., Akron, OH 44307

Akron Community Foundation is sponsoring *On the Table* as a channel for important conversations to take place across the region. What happens next is up to you – share your success stories, challenges and ideas with us:

- Through social media (Facebook, Twitter, Instagram) using #OnTheTableAkron
- Leave a message with us at 330-376-8522
- Email us at [Info@OnTheTableAkron.com](mailto:Info@OnTheTableAkron.com)
- Mail a note to: Akron Community Foundation, 345 W. Cedar St., Akron, OH 44307

**THANK YOU  
FOR COMING TO THE TABLE!**

# HOST INSTRUCTIONS FOR OCTOBER 3

1. Have every participant complete the sign-in sheet.
2. Before your event begins, take a photo of your sign-in sheet and email it to [Info@OnTheTableAkron.com](mailto:Info@OnTheTableAkron.com).
3. If your group is using paper surveys, please leave 15 minutes at the end to complete the survey.
4. After your conversation is over, please inform participants that they will receive the survey within 24 hours via email.
5. A link to the survey can also be found on our website – [www.OnTheTableAkron.com](http://www.OnTheTableAkron.com)
6. Please return the original sign-in sheet and paper surveys to Akron Community Foundation, 345 W. Cedar St., Akron, OH 44307, no later than October 10.
7. Thank you for hosting a conversation as part of  
***On the Table Greater Akron!***



## *About Akron Community Foundation*

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Celebrating 62 years of building community philanthropy, Akron Community Foundation embraces and enhances the work of charitable people who make a permanent commitment to the good of the community. In 1955, a \$1 million bequest from the estate of Edwin Shaw established the community foundation. As of March 31, 2017, it is a philanthropic endowment of nearly \$202 million with a growing family of 560 funds established by charitable people and organizations

from all walks of life. The community foundation and its funds welcome gifts of all kinds, including cash, bequests, stock, real estate, life insurance and retirement assets, just to name a few. To date, the community foundation's funds have awarded more than \$139 million in grants to qualified nonprofit organizations. For more information about Akron Community Foundation or to learn more about creating your own charitable fund, call 330-376-8522 or visit [www.akroncf.org](http://www.akroncf.org).

### *For more information:*

[www.OnTheTableAkron.com](http://www.OnTheTableAkron.com)

**EMAIL:** [Info@OnTheTableAkron.com](mailto:Info@OnTheTableAkron.com)

**PHONE:** 330-376-8522

### *Follow us: #OnTheTableAkron*

**TWITTER:** [www.twitter.com/AkronCF](http://www.twitter.com/AkronCF)

**FACEBOOK:** [www.facebook.com/AkronCommunityFoundation](http://www.facebook.com/AkronCommunityFoundation)

**INSTAGRAM:** [@AkronCF](https://www.instagram.com/AkronCF)

**YOUTUBE:** [www.youtube.com/AkronCommunityFdn](http://www.youtube.com/AkronCommunityFdn)