

Conversation Project Host Check List

1. Preparation Before the Event

- Review your program approval letter and the contents of this information packet. Notify Oregon Humanities (OH) if there are errors or you have questions. You may not change the program plans described in your original application (date, time, location, etc.) without prior approval from OH. We list every Conversation Project program on our website and in our e-newsletter and must be able to provide the correct information.
- Confirm all arrangements for the site of the program. Are there enough chairs and are they arranged as the scholar-facilitator requested? Can you darken the room if the scholar-facilitator will be using slides or an overhead projector? Is the room accessible for people with disabilities? As a courtesy to the traveling scholar-facilitator, the room should be set up at least thirty minutes prior to the program.
- A list of each scholar-facilitator's equipment needs may be found on his or her online catalog page. **Confirm in advance that you have (or can rent or borrow) the necessary equipment, it's in good working order, you know how to operate and troubleshoot it, and you have an extension cord available.** Designate someone to set up the equipment and assist the scholar-facilitator with it during the program.
- If the Conversation Project scholar-facilitator travels more than fifty miles to your location, you must offer to arrange for one night of lodging (either commercial lodging or a home stay). Many hosts find that local hotels or B&Bs will provide discounted or donated lodging in exchange for mention of their venue at the event and in your newsletter. Some scholar-facilitators prefer to travel longer distances with their spouses, so please clarify whether you will be able to accommodate two people if you offer a home stay. OH reminds scholar-facilitators that they should not ask you to make arrangements for children or pets, additional nights, or other similar requests. Contact OH so that we may be of assistance if you have questions about lodging.
- Best practices for publicity, a sample press release, a digital image of the Conversation Project scholar-facilitator, the OH logo, and required OH publicity materials are included in with the program information emailed to you. You are required to use the publicity materials and digital image to develop a publicity plan for your Conversation Project program. Deadlines for local media are typically at least two weeks prior to the publication date—longer for monthly publications. The scholar-facilitator's photo and profile should be included with your press release.
- Contact the scholar-facilitator *at least two weeks* prior to the event to confirm directions, equipment, and lodging arrangements.
- Duplicate the scholar-facilitator's resource list and the participant evaluation form. Arrange for someone to hand out these two documents and also to collect the completed participant evaluation forms after your event.

2. Preparation and Responsibilities the Day of the Event

- Conversation Project scholar-facilitators make every attempt to arrive one hour before a program begins. The program contact should greet the scholar-facilitator and assist him or her with any

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set-up for the program, including setting up the small OH table-top display that each scholar-facilitator carries. Make sure that water is available for the scholar-facilitator, show the scholar-facilitator where the restroom is, and help him or her feel welcome in your community.

- Before the program begins, distribute copies of the resource list and the participant evaluation form. Ask audience members to complete the evaluation form and return it to you after the program.
- At the appointed time, welcome and introduce OH and your scholar-facilitator. The sample introduction in this information packet includes language that you are required to use regarding OH's sponsorship.
- Count the number of participants; this information is required on your host evaluation form.
- Please be alert to the dynamics of the conversation in order to help the scholar-facilitator conclude the evening's program in a timely manner. Programs are designed to last approximately one hour.
- When the program is over, thank the scholar-facilitator, assist him or her as needed, and return the OH table-top display. Please be sure he or she knows how to get to overnight accommodations or back on the road.

3. Follow-up After the Event

- Complete and return the host evaluation form to OH within two weeks, along with the completed participant evaluation forms and copies of public relations materials such as press clippings, posters, bookmarks, and advertisements. Please do not send media lists.
- Let us know if contact information for your organization changes, or if you're getting duplicate mailings of the e-newsletter or magazine. OH would also appreciate hearing about other organizations in your community that might be interested in our programs.