

**(SAMPLE) Flow for Neighbor Night for Garden of Concord  
Thursday, October 26, 2017 at Eli Whitney Community Center**

Time	Activity and Purpose	Process Notes	Roles & People
3:00 to 6:00	<p><b>Activity: <i>Setting Up</i></b></p> <p><b>Purpose:</b> To create an open and fun atmosphere from the earliest moment of being in the space....like getting ready for a party!</p>	<p>These informal times are important; Often people arrive early and love being put to work helping with set up.</p> <ul style="list-style-type: none"> <li>• Welcome table that is cheery and easy to approach</li> <li>• Good, clear and re-usable posters are up to help explain the rituals.</li> <li>• Childcare is all set up</li> <li>• Chairs in Circle</li> <li>• Cheerful Decorations</li> </ul>	
6:00 to 6:30	<p><b>Activity: <i>Dinner, People Bingo (by Andrew) and Gallery Walk</i></b></p> <p><b>Purpose:</b> To have fun and connect over food.</p>	<p><b>Food/Drinks</b></p> <p><b>Sign-In Table:</b></p> <ul style="list-style-type: none"> <li>• Ask everyone to sign-in (offer assistance if they can't) and fill out a name tag. If been before (or received email invite), don't worry about getting contact info, just names. If new, then do get contact info for future invites!</li> <li>• Explain the icebreaker for the day → People Bingo and invite to participate in gallery activities around the room.</li> <li>• Invite to get a plate of food!</li> </ul> <p><b>Hosts/Weavers</b> – Important to have specific people assigned as hosts and weavers who work extra hard at welcoming everyone, inviting them to play people bingo; playing people bingo, showing people the interactive gallery of visual displays</p>	
6:30 To 6:35	<p><b>Activity: <i>Welcome</i></b></p> <p><b>Purpose: Orient everyone to the evening and be very clear about the purpose of <i>Neighbor Night</i> Activity</b></p>	<p>This is very brief. Invite folks to gather together in a circle. Welcome and share just a quick grounding in what this gathering is.</p> <p>Make a request for people to relax, have fun, exchange ideas etc.</p> <p>Point out the posters guiding the segments of the meeting etc.</p> <p>Announce Bingo winner! (Choice of prize wheel)</p> <p>Invite others to take a spin at the prize wheel</p> <p>Shoutout to local sponsors.</p>	

<p>6:35 to 7:00</p>	<p><b>New and Good (Everyone including TEAM!)</b></p> <p><b>Purpose:</b> To breathe a positive, aspirational life into the room from the start. This exercise also helps us to contemplate our blessings and to share a bit of our story with the room.</p>	<p>Share a few sentences about the purpose of this exercise (see left column). **For crowd control, get folks to stand in a tight circle if needed!</p> <p><i>As many of you know, we start our time together by sharing something that is new or good in our lives. We do this so that we can bring some positive energy into the room – which will help us be generous and focused and helpful to each other. Also to share small parts of our life stories with each other.</i></p> <p>Ask everyone to introduce themselves and share one quick thing that is new or good in their personal lives in the last week. (Under this option, it is very important for the facilitator to set a fast, energetic pace and have the first few people sitting next to him/her ready to model a quick reply like this; <i>Hi, My name is Lisa and a good thing in my life is that my son made a B+ on his math exam yesterday.</i></p> <p><b>Note:</b> You might say to the group – we have about ten or fifteen minutes for this and 60 people in the room. That means we each have about <b>15 seconds</b>. Interestingly, the example above took 8 seconds, speaking at a quick, yet relaxed pace.</p>	
<p>7:00 to 7:25</p>	<p><b>Activity: Table Topics</b></p> <p><b>Purpose:</b> To provide the opportunity for both core garden members, new members and supporters to host a small group conversation about something current and relevant in the life of our Garden of Concord network. And, to illustrate the positive power of our growing network to those who are new.</p>	<p><b>Say something like this:</b></p> <p><i>There is a lot going on at our Garden of Concord and so many ideas floating around for how to build upon all that we have accomplished these past nine years. I also see so many new relationships forming as we dig beds and harvest vegetables together. I know there is untapped potential for even stronger bonds of friendship and support. I am so excited to hear what you are thinking about the garden and its future potential.</i></p> <p><i>We wanted to take the next 20 minutes to have several small group conversations around any idea or topic you may have that relates to this next moment of opportunity regarding the garden and our relationship as members and supporters. We are inviting four or five of you to host these small table conversations and to propose a specific topic you want to talk about or an idea you want to try out on others. The</i></p>	<p>_____:</p> <p><b>Story Catchers (very important!!):</b></p> <p><b>Story Catchers job:</b> Someone to sit in and take a few notes so we can send out a brief summary to everyone after the gathering)</p> <p>*In groups, Pass out index cards to get folks in attendance to provide their contact info for followup.</p>

		<p><i>rest of us will pick which group we want to participate.</i>  <i>And, Kim will host a table for the children who want to make a holiday ornament with her.</i></p> <p><b>Leader:</b>  <i>Anyone can host a conversation. If you want to host a conversation, we ask that you keep these things in mind:</i></p> <ul style="list-style-type: none"> <li>● Start with a 30 second pop up that is clear and brief.</li> <li>● Offer a specific invitation to the group.</li> <li>● This should be a conversation, NOT a presentation. Everyone in the conversation should have a chance to participate.</li> <li>● Participants recognize that they can get up and circulate to another conversation; therefore it is their responsibility to be engaged when they are in a conversation.</li> <li>● This is a short time period and only plan to use it in a way that recognizes the time limitation.  <i>“Does anyone here want to host a conversation?”</i></li> </ul> <p>If no one raises their hand initially, predetermined topic leaders will raise their hand and model for the others.</p>	
<p>7:25 to 7:40</p>	<p><b>Activity: Marketplace</b></p> <p><b>Purpose:</b>  <b>Provide a chance for everyone to experience the benefits of the network (receiving and giving value), and a reason to come back to future Neighbor Nights. This will also build relationships and encourage</b></p>	<p><b>Invite people to stand in a tight circle.</b>  Activity Leader Note: <i>“One of the core beliefs of our Garden is that everyone has something to offer, some way to participate in community. We have a whole lot of skills, talents, capacity, advice and knowledge to offer the world and each other but we often don’t take the time in these settings to figure out what we have to offer to each other. Advice, favors, information, tips, whatever.</i></p> <p><i>So, every time we gather, we want to take about 15 minutes in the group to see if there are any requests, offers or declarations. We’ll call this the Marketplace. Normally this can take a loooooong time, and we are all pretty beat</i></p>	<p><b>Leader(s)</b>  _____</p> <p><b>Market Recorder (s)</b>  _____  _____</p> <p><b>Market Time Keeper – A Volunteer</b>  (They can use timer on phone)</p> <p>Need Basket with pens and blank index cards, for people to exchange information when a match has been made.</p>

	<p><b>connection across lines of difference.</b></p>	<p><i>from a long day, so we will only take 15 minutes. We'll try to keep it to 30 seconds each.</i></p> <p><i>{Go through an example of a request and an offer and a declaration – using the posters and others examples we've discussed.}</i></p> <p><i>To keep the Marketplace running, we need a timekeeper and a recorder. Is anyone willing to use my phone (or your own watch) to be a timekeeper? Is anyone willing to be a recorder....</i></p> <p><b>Notes for the Team:</b></p> <ol style="list-style-type: none"> <li>1. We especially need to use examples that help people understand that they have something to offer. (E.g. giving someone a ride home from the grocery store.)</li> <li>2. We need to be very clear that it is expected that not everyone will participate and that is 100% cool to pass.</li> </ol>	
<p><b>7:40 to 8:00</b></p>	<p><b>Activity: Invitation to Keep “Bumping and Sparking” until 8:00 p.m.</b></p> <p><b>Purpose: To provide spaces for people to make formal and informal connections and matches.</b></p> <p><b>And Group Clean-Up</b></p> <p><b>Final Blessing</b></p> <p><b>Staff Debrief</b></p>	<p>Following the Mini-Marketplace, the Host makes an invitation about the opportunities to connect in between the Community Gatherings, around the matches and to follow up on table conversations. He/she also announces dates, time, location and features of the next Community Gathering. He/she asks the group to commit to outreach for the next one.</p> <p>The Host might say: We had a great night, some powerful discussions and some great matches. In a moment, it will be bump and spark time, which means time for you all to connect one on one or in groups around connections you made tonight.</p> <p>But first, some Upcoming dates to remember:</p> <p>Who can commit to bringing someone new at our next Neighbor Night?</p> <p>Invite someone for a send off prayer. Thank you for joining us this evening! We would welcome any help putting up the chairs and sweeping. <b>TURN UP the MUSIC!</b></p>	