



# Table Host Briefing Sheet

**Event:** Community Matters Café - 11th June 2016 11am-1pm

**Location:** Tipton Sports & Social Club Sedgley Road East, Tipton, DY4 8XA

Firstly *thank you* for volunteering to take part in our event as a table host.

Please read through this briefing prior to the event so you are prepared and have plenty of time to ask any questions.

## House keeping...

The event will start at 11am. If not, please arrive at 10am for a short briefing prior to the event.

Parking is available for free on site and refreshments will be provided throughout the day. You will also be provided with a white polo shirt displaying our logo so you are recognised as staff - no name badges are required and uniform is to be avoided. Smart casual will do!

## On the day...

We have invited 100 people from Princes End aged 14+. There will be 20 tables each with 5-6 residents and one table host (you!)

There is no seating plan - residents can sit where they want and are free to move around the room to help themselves to refreshments throughout or even move tables to join in other conversations if they wish.

There will be 1 ice breaker and 3 topic rounds. There will be 3 table cloths already stacked on each table, 1 per round which will be removed after the end of each round. This style is classed as a 'world cafe'. The ice breaker will be captured on a flip chart in the centre.

We want this to be open relaxed and comfortable environment where they feel free to have their say.

In this pack you will find your facilitator prompts which will give you the 3 conversation topics and some prompts if required. The event host will let you know when each round begins/ends and we'd like you to initiate conversation and then encourage lots of discussion around each topic.

# The important bit..... **GET DOODLING!**



As conversation takes place we would like you and the people on your table to capture all conversation, debate and discussion with words, pictures and drawings.

There will be **NO MINUTES** taken at this meeting - the data written and drawn by yourself and the residents on your table is our only record of conversations so it is essential that as much is captured as possible and it's your role to ensure this takes place (please!). You can offer to write for people if you think they are struggling or don't wish to - just make it clear you're doing it on their behalf and add context in so it makes sense when we come to type it up.

As a table host we'd like you to encourage all participants to join in.

Each resident is receiving a cash incentive for attending and is expected to contribute for the duration.

**We want: thoughts, emotions, ideas, actions, problems, issues, solutions, feelings, likes, dislikes, opinions, experiences, EVERYTHING! Scribble away!**



## Our 3 topics for discussion are:

1. Community
2. Trust
3. So what matters to you in Tipton?

A good facilitator will have very little to say. The only input you may have is to give prompts around each topic to provoke conversation if your table are not engaging.

## *Be curious but impartial*

There may be things you do not agree with - please reserve judgment or passing comment. Allow all contributions as long as they are task focused and captured on the table cloths.

We will aim to stick to a set agenda and time slot for each topic - timekeeping will be done by THE host (Susan Ritchie). Your role will be to try and keep participants focused on the task in hand.

It is not a question and answer session and there will not be opportunity for long stories and life experiences to be shared. If there are people who feel that there are more personal circumstances that they need to speak about, please make them aware that there will be opportunity to approach officers at the end.

## A few ground rules

- Smile :-)
- No folded arms
- No raised eyebrows
- Face your group
- No personal opinion
- Disagreement is healthy, abuse is not!
- The less you say the better facilitator you are!
- No writing in your notebooks – all writing to be done on flip charts, post its or tables

You don't need consensus – conflict is great as long as it's respectful!

## If you can...

At the end of the cafe make a note how many you had at your table and rough guestimate of the age range/gender mix you had.



If there are powerful themes coming through during the day we would also like you to draw round the comments that stand out or are common.

At the end of the day we would also like you to complete a short summary of your overall feelings that you picked up from the people you engaged with and your findings for each round.

## What are we trying to achieve?

The main objective of the event is to build relationships and engagement with the Princes End community using a 'new method' and a more informal style.

We want to capture data that will inform the partnership of the main issues that the community of Princes End face. This will tailor future decision making and priorities of work.

We want to be in a position to recruit active citizens who will want to get more involved with community work and moving priorities forward.

## Any questions?

**Raise them at our briefing session on Thursday 9th June OR call Rebecca Low on 0121 569 6374 or email [rebecca\\_low@sandwell.gov.uk](mailto:rebecca_low@sandwell.gov.uk)**