

HOSTING A PUBLIC CONVERSATION



If you've decided to open your conversation to the general public, here are some tips and tools to help you start recruiting your guests.

1. Fill out the host registration form at onthetableakron.com/HostRegistration if you haven't done so already. Once you've determined your time and location, it's time to set up a method for collecting registrations. We suggest creating a free event on Eventbrite or Facebook to track your RSVPs. Or, if you'd prefer, you can just direct people to RSVP to a specific email address or phone number.
2. Next, send information about your event to info@onthetableakron.com. We'll post your event on our website, where people who are looking for a public conversation will see it. Here's the specific information we'll need from you to include your event on our site. If you're hosting multiple public conversations, we will need this information for every event:
 - Date and Time
 - Location
 - Organization (if applicable)
 - Which topic(s) you plan to discuss: Economic Issues & Poverty; Equity & Social Inclusion; Drugs & Addiction; Education & Youth Development; Public Safety & Judicial System.
 - Meal Options: Explain whether you will provide refreshments for attendees or if they are expected to bring their own food.
 - RSVP Information: Either the link to your Eventbrite/Facebook event or your phone number/email address.
3. Plan your method for distribution. This is not an exhaustive list, but here are a few ideas:
 - Share on your social media channels
 - Send to your organization's email list
 - Print flyers and hang them around your office, or consider asking nearby locations to post them, too
 - Going to an event or festival? Make sure to promote your event at your booth.
 - Send a press release about your public conversation

on the table.
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