

Host Checklist

Getting started

- ☐ Choose a location and time for your event
- ☐ Determine if you want to host a public or private event
- ☐ Register to host at clevelandfoundation.org/commonground
- ☐ Work with Common Ground to set up your registration page

Month before

- ☐ Promote your conversation, share with friends, family and coworkers
- ☐ Coordinate with other community members to get the word out
- ☐ Confirm whether you want to have a conversation facilitator
- ☐ Finalize plans for your meal

Two weeks before

- ☐ Begin communicating with your guests to share information about your event
- ☐ Attend a facilitator training or watch online
- ☐ Talk with your facilitator to set expectations

Week before

- ☐ Confirm your space, make sure you have enough tables & chairs
- ☐ If your event is outdoors, have a backup plan in case of bad weather
- ☐ Pick up any food and supplies needed
- ☐ Make sure you pick up your host kit
- ☐ Attend a Host Meet & Greet

Day of

- ☐ Put out welcome signs
- ☐ Set up space one hour before
- ☐ Welcome participants, have them choose their Civility Rules button
- ☐ Hold conversation and meal
- ☐ Thank participants
- ☐ Fill out surveys and share post-Common Ground resources

After session

- ☐ Share information about any actions that are being carried out
- ☐ Follow up as needed with Common Ground organizers

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Twitter: @CleveFoundation

Instagram: @CleveFoundation

Facebook: facebook.com/ClevelandFoundation

Youtube: youtube.com/ClevelandFoundation

TAG US!

#CommonGroundCLE | #CG2020
clevelandfoundation.org/commonground

Community Innovation Network



The Community Innovation Network, a program of the Jack, Joseph, and Morton Mandel School of Applied Social Sciences at Case Western Reserve University, is cultivating a new culture of deeply collaborative community change through building capacity, strengthening communities, and connecting people. The Network's practices build a strong foundation between the everyday lives of individuals and the complex systems we live in. Network members include individuals and organizations who work to create thriving communities through understanding and social change. Learn more at <https://case.edu/socialwork/communityinnovation/>



ioby is the premier crowd-sourcing platform for people doing good nationwide. It is more than just crowdfunding. It is community-led positive change. ioby gives leaders the ability to organize all kinds of capital – cash, social networks, in-kind donations, volunteers, advocacy—to build real, lasting change from the ground up. Learn more at ioby.com.



Neighbor Up is a diverse group of 3,000 people in Greater Cleveland and beyond committed to getting involved in our communities, finding solutions to issues that plague our neighborhoods, and creating an extraordinary world right where we live. We're proud to be supported by Neighborhood Connections, the country's largest grassroots grant maker, which has invested \$8.15 million in more than 2,400 resident-led projects since 2003. Find out more at NeighborUpCLE.org or call us at 216-361-0042.



Established in 1914, the Cleveland Foundation is the world's first community foundation and one of the largest today, with assets of \$2.5 billion and 2018 grants of more than \$100 million. Through the generosity of donors, the foundation improves the lives of residents of Cuyahoga, Lake and Geauga counties by building community endowment, addressing needs through grantmaking and providing leadership on vital issues. The foundation's program areas include: arts and culture, economic and workforce development, education, environment, neighborhoods, and youth development and social services. Learn more at www.clevelandfoundation.org.



COMMON GROUND

June 28, 2020



Common Ground is a region-wide day of community conversation in Northeast Ohio. On June 28, residents, neighbors, families, and organizations across the region will host mealtime conversations about the future of our shared home. United by a common question, all Common Ground conversations have the same goal: to create spaces where meaningful connections are made and purposeful actions begin.

CLEVELAND foundation

clevelandfoundation.org/commonground



June 28, 2020

Thank you for your interest in hosting a Common Ground conversation on Sunday, June 28, 2020. By hosting a Common Ground event, you create meaningful connections between your guests, which helps all of us build a stronger, safer, and more resilient region.

As a host, you create your own gathering. Hosts can be any Cuyahoga, Lake or Geauga county resident or organization who wants to bring people together for a forward looking conversation. Hosts choose the location and time of day that works best for them on June 28. Some hosts choose to open their conversations to the public, and some choose to only invite people they know. For the meal, hosts can purchase food to share, invite guests to bring a dish for a potluck, or cook something homemade. To help support the conversation, Common Ground provides resources to help hosts create valuable, civil conversations around the theme of the event for 2020. This guide will help you build your event, and the Common Ground team is here to help. Please email us at commonground@clevefdn.org or call 216-615-7253 with questions.



To Host a Common Ground Conversation:

- 1 Decide on a location and time on June 28
- 2 Sign up at clevelandfoundation.org/commonground by June 15
- 3 Build your event using Common Ground resources, trainings, and support
- 4 Connect and share a meal on June 28
- 5 Complete post-event survey on that day
- 6 Use #CG2020 Action Plan events to take next steps on ideas you create



#CG2020 Conversation

"Count Me In!"

This summer, Common Ground invites you to connect with others over a meal and conversation. Join us to discover what happens when voices are counted, and the possibilities that are created when people come together as they are. Are you in?

Are you in for the opportunity to reflect on our community? Are you in for taking steps to support and improve this place we call home? Are you in to connect with the amazing people and good work being done in Greater Cleveland?

When we come together to share our experiences, connections are made that enhance our neighborhoods and our lives. This year, Common Ground is asking Greater Cleveland to say, "count me in!"

A Common Ground Gathering at a Glance

All Common Ground conversations are different, but each event should have these elements:

Welcome and Introductions 5 to 10 minutes



Welcome everyone. Invite each person to introduce themselves and the place they call home. If you have a large group, invite people to share at their table.

Serve Meal 30 minutes



Feel free to enjoy informal conversation in pairs or small groups. You can use an icebreaker to begin talking or start your main conversations during the meal.

Begin the Conversation 5 to 10 minutes



Discuss Civility Rules and have attendees choose a Civility Rules value button to guide their role in the conversation.

Conversation 30 to 60 minutes



Start with one of the questions provided in the facilitation guide or use your own. Begin yourself, or invite a guest to answer the question for themselves. Invite discussion. If conversation lags, go around the table and get each participant to answer.

Close Conversation 15 minutes



Ask the group how they feel about what was discussed. Ask if guests would like to continue the conversation, plan a next step, or create a project (see resources in Conversation Guide).

Share and Thank 10 minutes



Go around the table or circle and invite each person to share what they feel about the conversation. Thank everyone and share the post-event resource guides and survey.

#CG2020 Host Orientations

Hosts can attend a Host Orientation to learn about the Common Ground hosting process. Orientations will share information about managing event logistics. Orientations are open to all and should be especially useful to hosts who are new to Common Ground. Orientations will occur once a month starting in March.

A full schedule of orientations can be found at commongroundcle.org

#CG2020 Conversation Trainings

In 2018, Common Ground established a series of trainings to help hosts and volunteers have more effective conversations at their Common Ground events. In partnership with Neighbor Up, Common Ground will again host free two-hour facilitation trainings for hosts, participants and volunteers starting in May 2020, both in-person and online. Trainings will share information about hosting productive Common Ground conversations and provide attendees the opportunity to work on their conversation facilitation skills.

A full schedule of conversation trainings can be found at commongroundcle.org

#CG2020 Action Planning

Fundraising support is available to Common Ground participants who want to turn ideas from their conversations into community projects. With the help of Neighbor Up and ioby, Common Ground provides support for Common Ground inspired projects across the region. Neighbor Up supports Common Ground projects through action clinics, funding workshops and small grants in Cleveland and East Cleveland. ioby provides region-wide crowdfunding support for those who are interested in raising funds for their project.

After your Common Ground conversation on June 28, if you have an idea, an action, or you just want to continue to find common ground, join our community partners to help make your idea a reality, to get involved, and to do more for Greater Cleveland.

Are you ready to make a plan?

Come to an Action Clinic and get help organizing your community-building project with the Neighbor Up team.

Do you need funding?

Join us for a Neighbor Up workshop about grants and crowdfunding your community project.

Do you have an idea?

Attend a Neighbor Up or ioby workshop to discuss your idea with other #CG2020 participants and learn from community project leaders.

Find a full schedule of #CG2020 information sessions, facilitation trainings, webinars, and action planning events at commongroundcle.org.



Host Kit Materials

Hosts will receive a kit of materials to use on the day of the event. This kit will include:

- Location signs
- Civility Rules information cards and buttons
- Notebooks
- Conversation toolkits
- Post-event resources and survey instructions