

Planning Checklist for Cultural Complementarity Dialogues

- Define the purpose of the dialogue
- Define what capacity building services will be needed from United Way's Cultural Dynamics Committee
- Identify planning group and convene
- Set the date and time for the dialogue
- Identify the target audience/invitees for the dialogue
- Identify site for the dialogue
- Identify topic and supporting questions for the dialogue (This is the most important part of your planning!)
- Create invitation or announcement. Include date for RSVP's if needed.
- Print invitations
- Develop database for mailing
- Inform participants of the framework to be used.
- Determine your schedule for advertising and publicizing the dialogue
- Develop the content (agenda) for the dialogue
- How will it flow best for the participants?
- Consider using visual techniques, storytelling, etc
- Consider having a member of planning group in each of the dialogue "villages" as a process resource if questions arise.
- Consider physical arrangements for the dialogue space; equipment needs and special needs
- Develop an evaluation form
- Identify handouts
- Make arrangements for food and beverages at the dialogue
- Designate clean up crew, if needed
- Compile evaluations results within one week after the dialogue.
- Schedule a debriefing session with planners for quality improvement
- Write summary and lessons learned within 10 days of dialogue.