

Get Ready TO GATHER

Reason to Gather: _____

Date & Time: _____

Location: _____

Guest List & R.S.V.P.:

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

Yes No

THE Atmosphere

Send invitations *(by mail, email, phone, evite...)*

Create a welcome and/or goodbye station

Pick a playlist to set the gathering mood

THE Special Touches

Check for sufficient seating & get creative

Plan for any decorations & personal touches

THE Conversation

Select a memorable game or activity

Set up designated conversation areas

Find conversation starters on page 79

