## MADA Schedule Template: Catered Dinner

Purple = Moderator #1 facilitates

Orange = Moderator #2 facilitates

**5:30pm:**

* Arrive and set up
  + Name tags
  + Paper and pens/pencils for sketching
  + Sticky Notes
  + Menus/placecards
  + Scavenger hunt game cards\*
  + Payment for caterer
  + Release forms (if media is present)

**6:00pm:**

* Catering arrives and sets up
* Wine and cheese set up

**6:15pm:**

* Guests begin to arrive
  + Dinner available (iced tea, appetizer, entree and sides)
  + Fill out Name tags
  + Sign release forms (if media is present)
  + Scavenger hunt game\*

**6:40pm**

* Invite guests to be seated and set tone for the evening:
  + Make sure everyone has food and is comfortable
  + Go through scavenger hunt list to see if people found each other
  + Hosts introduce themselves and why they’re doing this event
  + Play [5 minute video](https://www.facebook.com/TED/videos/10158469641885652/) if setup allows
* Ground Rules
  + We want everyone to have a chance to share. To create this space:
    - When someone is talking, let’s listen and not interrupt, even if they say something that offends.
    - If you think of something you want to say in response and are afraid you’ll forget if you don’t interrupt, make a quick note. We have sticky notes for everyone.
    - If you hear something that upsets you, instead of making a judgment and saying “You’re wrong/bad/crazy for thinking that”, try to make “I” statements like “That makes me feel…”, or even better, ask a follow-up question
    - If you feel uncomfortable, attacked, or want to otherwise break tension, you can use the noisemaker we provided each person (bell or kazoo, alternatively have a “safe word”)

**6:50pm**

* Invite guests to go around the table and have each person answer:
  + What is your name? What is one thing you hope might happen tonight, and one thing you’re worried might happen? (hopes/fears for the dinner)

**7:10pm**

* Partner icebreakers:
  + Drawing:
    - Rules: 2 minutes to sketch each other without looking at your paper or lifting your pencil  
      (Justine and Tria demonstrate)
    - Share results with group
  + Commonalities and Differences
    - 3 minutes to talk to each other and find 3 things you have in common, 3 things you have different. (Justine and Tria demonstrate)
    - Share results with group

**7:25pm**

* Political Discussion Part 1: Your political beliefs
  + What do you feel is misunderstood about you in your political leanings
  + Do you think your mind can be changed? How much?
  + Is there a political perspective that you feel you don’t understand? If there’s anyone here who represents that perspective, would you like to ask them any questions?
  + What factor do you think has led to your political beliefs the most (upbringing, religion, a life experience, an inspiring figure, etc

**8:00pm**

* Spectrum Activity (Get people moving again):
  + There is a lot of polarizing in politics, and speaking of things as if they are black or white. We know though that issues are more nuanced than that, and that you as people have more complexity to where you stand on issues. We’re going to do a little exercise to physically represent that. If this side of the room represents “agree”, and this side of the room represents “disagree”, place yourself on a spectrum of where you feel you stand on most days, in response to the following statements:
    - The Trump administration’s values align with my own
    - The GOP’s values align with my own
    - The Democratic party’s values align with my own
    - Religion primarily defines my value system and plays a big role on how I vote
    - My socioeconomic background ‘’
    - My upbringing ‘’
    - My education ‘’
    - I would describe myself as tolerant
    - I am willing to reconsider my views on women’s rights and health
    - I am willing to reconsider my views on gun control
    - I am willing to reconsider my views on immigration
    - I am willing to reconsider my views on healthcare
    - I think the country is moving in a positive direction
    - There is one issue in particular I am passionate about
    - Etc
  + From where people stand on the spectrum, ask them questions about why that spot in particular feels comfortable for them

**8:15pm**

* Political Discussion Part 2: Current Events (topics will vary depending on news cycle)
  + Given the news lately, are you feeling mostly positive, or mostly negative? Why?
  + In this first (insert time period) of the Trump administration, how is it lining up with your expectations?
  + What national issues affect you the most?
  + What local issues affect you the most?

**8:45pm**

* Come Together
  + Ask people to share: What is one takeaway or something you think you might do as a result of tonight?

**8:55pm**

* Closing remarks

**9:00pm**

* See if participants want to share contact info, Clean up

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**\*Scavenger hunt game:** We like to use this as a conversation starter for guests if they arrive early and are waiting for things to get started. Try to get an interesting fact about each guest – ask them over email, or check their LinkedIn profile, for example. Create a list of people to find:

“Find someone who grew up in Minnesota”

“Find someone who teaches skydiving”

etc