



**Coffee Party USA**

[www.coffeepartyusa.com](http://www.coffeepartyusa.com)

# Planning a Coffee Party Talk

Now that you have decided to hold a Coffee Party Talk, you might be asking exactly HOW you should get started.

Each Talk is different, and each Talk will take on some of the style of the host, but guidelines and starting points can help. Here are the basic steps:

1. Choose a discussion topic
2. Select a location and time
3. Get People Together
4. Have a civil discussion
5. Let us know how it went!

## Choose a Discussion Topic

Coffee Party USA has partnered with Living Room Conversations to provide predefined topics with ready-made discussion questions which should help you with your discussion. We have chosen some suggested topics we believe are pertinent for this year. However, you may choose other topics as you wish.

[Media & Polarization](#)

[The America We Want To Be](#)

[Money in Politics](#)

[To Vote or Not to Vote](#)

[Talking Politics](#)

Here is a link to all of the topics and discussion guides for the Living Room Conversations: <https://www.livingroomconversations.org/topics/>

## Coffee Talk Locations

Coffee Party Talks can take place at any location. You can even use your own Living Room. Below are a few suggestions. Be sure that if you are using a public venue, be sure to schedule at least a few weeks out to allow time for gathering your group.

- Library
- Church
- Town hall or community center
- Park
- Coffee shop or restaurant
- Your living room

### Get people together

The Coffee Talk is like any other gathering you would host. Invite your friends, family, neighbors, anyone you know. You can also post flyers at and around your venue. Invite your local Facebook Friends, post on Meetup.com or other community apps.

Be sure to include a way for them to RSVP.

To encourage participation of everyone, the ideal group size is 6-8 people. If interested groups are larger than 8 people, then break out into smaller groups or hold multiple discussion times. Consider the space that you have available and decide in advance how many people you are comfortable hosting, but allow a few extra for no shows and cancellations.

### Having a civil discussion

How do we structure the conversation?

- Have everyone read/recite [Coffee Party Civility Pledge](#) at the start.
- Read the topic's opening paragraph and conversation agreements.
- Introductions: Name, Affiliations (optional), Reason for being at talk (optional)
- Work through the rounds in the conversation guides.
- Closing: Thank everyone for sharing their viewpoints and ideas in a civil manner.

### Let us know how it went!

The more feedback we get, the more we can improve and grow. While Living Room Conversations does have a feedback form for you, we'd also like to know how it went. Please send us a quick email at [localcommunities@coffeepartyusa.com](mailto:localcommunities@coffeepartyusa.com). What we want to know:

1. What feedback do you have about hosting a talk?
2. What can we do to support you better in future talks?
3. Will you be hosting another talk?

For more information, please see our [Facilitator's Guide](#) and/or our Guide on [Fostering Civil dialogue](#)