



**2023 HOST TOOLKIT**

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# Thank you for joining On The Table Milledgeville!

Thank you for Joining On the Table Milledgeville!

If you are new to the On The Table community, we would like to welcome you.

If you are a returning host, welcome back!

Since its launch in Central Georgia, thousands of residents have participated in On The Table conversations. These conversations have led to new relationships and collaborative actions in our community.

We sincerely appreciate your eagerness to host a conversation for On the Table Milledgeville. Your involvement in this crucial initiative plays a vital role in fostering a sense of community and promoting candid discussions about the topics that matter most to us all. We are dedicated to bringing individuals together to establish an inclusive and safe environment for meaningful dialogues that will ultimately strengthen our community.

Thank you for your time and effort in planning and hosting your conversation. Your contributions will help to make Baldwin County a stronger and more connected community.

Sincerely,

KATHRYN H. DENNIS  
PRESIDENT



## Your Voice Matters

# ABOUT COMMUNITY FOUNDATION



COMMUNITY FOUNDATION  
of Central Georgia

The Community Foundation was founded in 1993 by a group of citizens interested in encouraging philanthropy and strengthening communities. Since then, the Foundation has awarded over \$100 million in grants and scholarships.

The Community Foundation of Central Georgia is widely known for outstanding personal service to donors, strong financial management, effective grantmaking, positive community leadership, and collaboration with its donors, other Grantmakers, and nonprofit organizations. The Community Foundation provides donors with a simple, powerful, and highly personal approach to giving.

Through their funds, donors support the causes and organizations that they care about, which enhances the quality of life for the people of Central Georgia. The Foundation's vision is a Central Georgia where philanthropy thrives, communities are strong, and citizens work toward common goals.



@CFCGA



facebook.com/CFCGA



@cfcentralga



www.youtube.com/user/CFCGA



# ABOUT THE KNIGHT FOUNDATION



KNIGHT  
FOUNDATION

Knight Foundation is a national foundation with strong local roots. They invest in journalism, the arts, and the success of cities where brothers John S. and James L. Knight once published newspapers.

Their goal is to foster informed and engaged communities, which they believe are essential for a healthy democracy. For more, visit [kf.org](http://kf.org).



@knightfdn | @knightmacon



www.facebook.com/knightfdn



@knightfdn



ABOUT

on the table  
**MILLEDGEVILLE**

OOO



## ABOUT



The week of Monday, March 27, 2023, you will be part of an exciting, community-wide initiative to explore ways in which all of us have the power to collaborate to make Central Georgia stronger, safer, and more dynamic.

We hope this will be an opportunity for residents to come together, collaborate more, become more civically involved, and be more committed to our community.

While we know that there is no “quick fix” for any issues facing our region, progress will result when residents and organizations come together to create and act on plans to unite us all in the place we call home.

**Remember, what happens next is up to you.**

### **For more information**

Visit [www.onthetablemilledgeville.com](http://www.onthetablemilledgeville.com), email us at [onthetable@cfcga.org](mailto:onthetable@cfcga.org) or call 478-750-9338.

# HISTORY

Inspired by The Chicago Community Trust, The John S. and James L. Knight Foundation took On the Table nationwide in 2017 with 10 community foundations serving as partners to implement the initiative in their regions. Through the support of the Knight Foundation, these community foundations organized thousands of conversations across their 10 regions with an estimated 40,000 participants. In 2023, with the support of the John S. and James L. Knight Foundation, the Community Foundation of Central Georgia will continue those efforts in Macon, Milledgeville, and throughout Central Georgia.



## TIMELINE



**2017**

The John S. and James L. Knight Foundation took On the Table nationwide in 2017 with 10 community foundations serving as partners to implement the initiative in their regions.



**2019**

On The Table starts in Milledgeville



**2018**

On The Table comes to Macon



**2020**

On The Table goes virtual across Central Georgia

**2023**

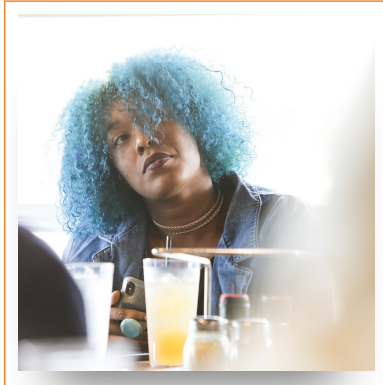
On The Table returns in person



# ON THE TABLE

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## ON THE TABLE MACON



On The Table Macon is a community initiative that aims to bring people together to discuss and address important issues in **Bibb County, Georgia**. It provides a platform for residents, business owners, and community leaders to come together and share their ideas, concerns, and solutions for making Bibb County a better place to live, work, and raise a family.



## ON THE TABLE MILLEDGEVILLE

On the Table Milledgeville focuses on bringing together diverse groups of people in the **Milledgeville** area to discuss and address local topics. It encourages participation from all members of the community, including residents, business owners, and community leaders, to create a sense of inclusivity and collaboration in addressing the concerns and needs of the area. The initiative provides a platform for open dialogue and the sharing of new ideas and solutions for the community as a whole.



## ON THE TABLE CENTRAL GEORGIA

On the Table Central Georgia brings together residents, business owners, and community leaders from different counties in Central Georgia, such as **Crawford, Houston, Jones, Monroe, Peach, Pulaski, Putnam, Twiggs and Wilkinson**, to discuss and address important regional topics. The initiative provides a platform for open dialogue and the exchange of ideas and solutions to improve the overall quality of life in the Central Georgia region.





# BECOMING A HOST

Being a host of a conversation during On The Table means facilitating a meaningful and productive dialogue among participants on a topic of community concern. As a host, you are responsible for creating a safe and inclusive space for all participants to share their perspectives and ideas and guiding the conversation toward actionable steps to address the topic at hand. Being a host is a rewarding opportunity to make a positive impact on your community by fostering engagement and collaboration among its members.

## FAQ



### WHO CAN HOST?

Anyone!  
Individuals, groups,  
organizations...

### WHERE CAN I HOST?

Anywhere!  
Workplace, coffeeshop,  
co working space, a  
backyard, school...



### WHAT SHOULD I TALK ABOUT?

Whatever is important  
to you or your  
community.

### WHAT HAPPENS AFTER MY CONVERSATION?

You can use ideas from  
your conversation to  
make a difference.

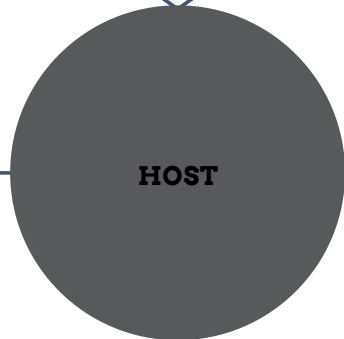


### HOW SHOULD I REPORT BACK ABOUT MY CONVERSATION?

Share your thoughts and  
ideas by taking the  
survey.

### REGISTER TODAY

[ONTHETABLEMILLEDGEVILLE.COM](http://ONTHETABLEMILLEDGEVILLE.COM)  
DEADLINE 3/6





**BEFORE  
THE TABLE**  
PLANNING YOUR EVENT

**FREQUENTLY ASKED QUESTIONS  
ABOUT ON THE TABLE**

## When is it?

This is a 5 day event. On the Table will take place the week of March 27. Hosts select the time and place.

## Who can hosts a table?

Any person or organization can host a table.

## What is a Super Host?

A Super Host is any person or organization who commits to host at least 10 tables or more. Each table will have 8 to 12 guests.

## What is the difference between a private and public table?

A public table will be available to everyone in the community.

A private table will only be available to the individuals you choose to invite.

**How will people know to come to my public table?**

Beginning March 8, CFCG will use social media to encourage citizens to sign up to attend public tables. As the host, you will have access to view the guest-list for your public table. Also create a FB event and add us as a cohost.

**Where can I host a table?**

You can host a table in person or virtually. In the past, individuals have hosted tables at coffee shops, churches, restaurants, and virtually.

**Who is invited?**

The invitation list is up to you. If you are unsure, start with people you know – friends, family, colleagues, and neighbors. We also encourage you to expand your circle. Consider reaching out to a larger community by co-hosting your event with a local church or nonprofit, or ask your guests to bring a friend, or invite people from your network who don't already know each other.

## How many guests?

Eight-to-twelve guests at a table is ideal. On the Table is about giving everyone a chance to speak and be heard. If you want to host a larger gathering, consider breaking into smaller groups and allowing time for each table to talk and then reporting out to the larger group. You can also host several tables at one location where the same or varied topics are discussed.

## How long should a conversation last?

Most conversations will take between 40-90 minutes.

## Should our conversation focus on our own neighborhood or a specific County community at large?

Either! We hope these conversations will elicit ideas to improve specific neighborhoods and also Central Georgia as a whole.

**As the host, do I submit to CFCG the specific topic of conversation for my table in advance?**

Yes, if your table will be public and it will have a specific topic, we would like to know that in advance.

**How do we share ideas that come from our conversations?**

Encourage guests to share their ideas on social media with the hashtags #onthetablemacon #onthetablemilledgeville #onthetablecentralga and to complete the online survey.

**Are the testimonial and promo videos and graphics on Facebook and the On the Table website?**

Yes, the videos are on the website under "hosts" and also on CFCG's YouTube Channel (@CFCGA)

**After the event, who will be responsible for implementing the ideas that come from these conversations?**

You and your guests will be! On The Table is about identifying issues, advancing solutions and taking action ourselves, not waiting on someone else to fix it. We hope these conversations spur ideas for civic engagement and impact that individuals can do on their own. CFCG will offer a mini-grant program for ideas that require a little seed funding to get started.

**How will these conversations lead to action?**

As the host, we hope you will facilitate the conversation to help your guests think of ways that they can take action on opportunities or challenges they discuss. We also hope each guest will come up with at least two actionable ideas that they can do following On The Table.

**What is the format of the survey?**

It is an online survey that will take about 10 minutes to complete. It is mainly multiple choice questions.



## Are paper copies of the survey available?

No, unfortunately we cannot accept paper copies of the survey. If you are hosting a table that has guests who do not have access to a computer or device, you can bring one to your table to help them complete it or refer them to a recreation center or public library.

## Spread the Word

What will you do to create a more unified community? How will you use your On the Table conversation to bring your colleagues, friends, family, and neighbors together to lead change in your organization, neighborhood, or throughout our community? Community Foundation of Central Georgia encourages you and your guests to share commitments and connections with us leading into, during, and following your conversations using the hashtag #onthetablemilledgeville. We want to showcase the action emerging from your conversation to inspire collaboration and action from others, and drive progress across the community

## Encourage Others

Encourage others to host a table! Refer them to [www.onthetablemilledgeville.com](http://www.onthetablemilledgeville.com)

## Connect

Don't forget to join our Facebook On The Table Community.



**STEPS TO  
HOSTING A  
TABLE**

**REGISTRATION & CONVERSATION GUIDELINES**

# LET'S GET STARTED

# Hosting A Table Virtually

## A 5-STEP PROCESS



1

### REGISTER TO HOST A TABLE

*Visit [onthetablemilledgeville.com](http://onthetablemilledgeville.com) and complete the host a table form.*

2

### COMPLETE YOUR TRAINING

*It is very important to complete your training to receive the link to the demo session.*

3

### PLAN YOUR TABLE

*Consider whether you want a theme for your discussion; perhaps there is a particular topic related to your community or workplace that you'd like to explore. Check out the conversation guidelines.*

4

### TAKE THE SURVEY

*We encourage you and your guests to share your thoughts and experiences with us during and after the event.*

5

### TAKE ACTION

*The Community Foundation of Central Georgia, will offer a mini-grant program for ideas that require a little seed funding to get started.*

## Conversation Guidelines

First, encourage On the Table participants to think creatively and reflect on possibilities rather than fixate on already identified challenges.

Second, consider the conversation as a journey. Every guest's ideas and stories are important. On the Table conversations should provide an opportunity for all participants to reflect on what they value most. Invite all ideas.

Third, focus on generating solutions. Community Foundation of Central Georgia wants to showcase action emerging from On the Table conversations in order to inspire collaboration and action from others, and drive progress across the community.

Fourth, ask participants to take the survey before leaving the discussion.

## DOS AND DON'TS

### ✓ DO

- Select a timekeeper for the event and allot 10 minutes at the end of the conversation to take the survey.
- Respect privacy.
- Encourage everyone to participate and have an open mind.
- Invite guests to follow up and expand on ideas.
- Share your photos, videos, and stories using the hashtag #onthetablemilledgeville on Twitter, Facebook, and Instagram.



### DON'T

- Be judgmental of any idea or comment.
- Promote argument or unproductive debate.
- Forget to take the survey.
- Be afraid to ask any questions to our team. We have a help desk ready to help.
- Micromanage the conversation; let it flow freely.

## Conversation Prompts



Many hosts choose to let conversations happen organically using a few or all the general conversation prompts. Others have a specific topic they would like their tables to discuss. Other hosts may prefer to discuss one or more pressing issues identified in the On The Table conversations last year. If so, we've compiled a list of conversation prompts for those issues too.

Choose to discuss one, none, a few, or all of the prompts. There is not a specific requirement, other than to come to the table and share good conversation with each other!

- What do you say when you are bragging about Milledgeville? What do we do well? How can we use those things to strengthen our community?
- What inspires or motivates you to be involved in the community and/or your neighborhood?
- What is the single most important issue or opportunity in our community or your neighborhood right now and why?
- What's missing in Milledgeville? What does our community need? What can we do as individuals or together to work on these opportunities?
- Let's choose a problem our community faces and talk about how we would address it.
- If you only had \$100 and one day, what would you do to strengthen our community?
- What are one or two ideas that came from our conversation today that you can take action on to move our community forward?

# BEYOND THE TABLE



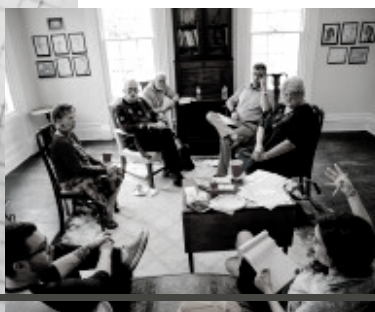
## AFTER YOUR EVENT

In today's world, the act of coming together has never been more important. On the Table connects individuals and communities of diverse perspectives and backgrounds. Talking—and listening—to our neighbors is an important first step toward creating a more unified community. Before your guests depart, encourage them to record their thoughts, actions, and ideas from the conversation.

There are two ways that they should do this:

1. Once you have talked about community issues that concern you, it's time to **move beyond the table**. Spend a few minutes with your guests brainstorming what happens after your table. What actions can you take, as a group or as individuals, to move from conversation to action? Record your actions on the Take Action Worksheet.

2. Allow 10 minutes at the end of the conversation for each person to complete the on-line survey. Through the survey, participants will be able to tell us about themselves, share their perceptions of trends in our community, and convey the ideas for impact that they identified. Individual action will occur from the conversations. However, without the survey data change cannot happen in our local government, nonprofit, and educational institutions.



# THE SURVEY

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The OTT survey is your chance to have your voice heard and make a difference in our community. The survey is a way for participants to share their thoughts and ideas on the topics discussed during On The Table Milledgeville. Your feedback will help shape the future of our community and make a lasting impact.

Participants can access the survey by visiting [www.onthetablemilledgeville.com](http://www.onthetablemilledgeville.com). We hope all participants will complete the survey using their own digital device.

*Thank you*



**Middle Georgia  
State University**

A special thank you to Dr. David Biek of Middle Georgia State University for aggregating, interpreting, and reporting the data from the surveys!





# THE RESULTS

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All conversations' feedback will be aggregated into actionable data for our community. The survey results will be publicly available at a later date for all to access. To see previous results from On The Table 2020, visit [onthetablemilledgeville.com/impact](https://onthetablemilledgeville.com/impact)

## CONVERSATION TO ACTION

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After the conversation, On The Table guests are invited to apply for a Conversation To Action grant. Through These grants, the Community Foundation of Central Georgia provides funding for small-scale projects and initiatives that are generated from discussions that take place during On The Table. The grants are designed to help bring ideas to life and foster collaboration and engagement within the community. By offering mini grants, CFCG and its partners aim to support community members in taking action to address important issues and make a positive impact in Central Georgia.

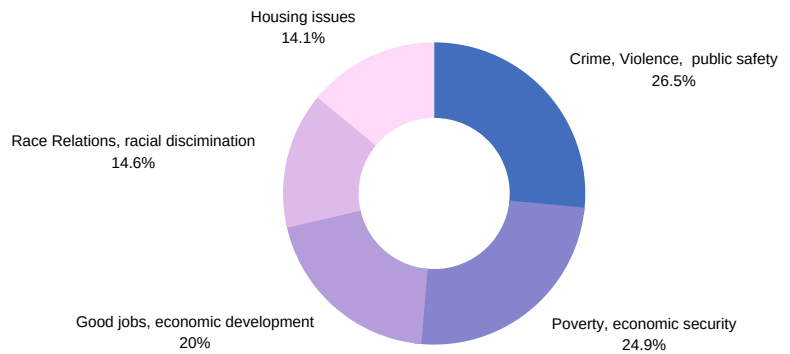
# 2019 Survey Snapshot



In 2019, we estimated that 4,600 adults participated in the conversations. This is a snapshot of key findings among 873 adults who participated in On The Table conversations and completed a post-conversation survey. The survey was conducted online by Hart Research Associates and Public Opinion Strategies. For more information, visit [onthetablemilledgeville.com](http://onthetablemilledgeville.com).

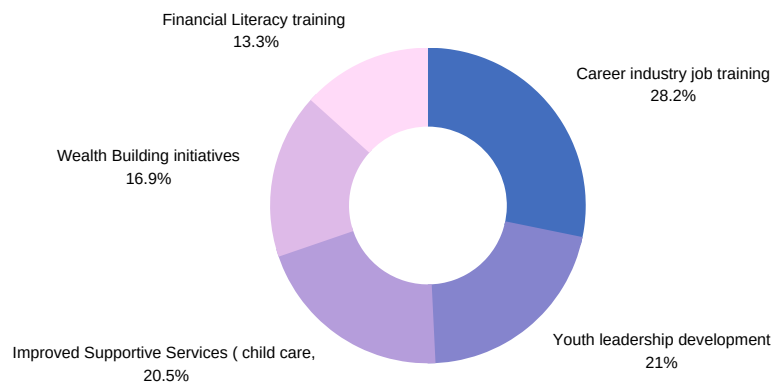


## TOP 5 ISSUES FOR ADULTS IN 2019



## PATH TO CHANGE

**PARTICIPANTS WERE FOCUSED ON SOLUTIONS AND FELT EMPOWERED TO MAKE CHANGE**



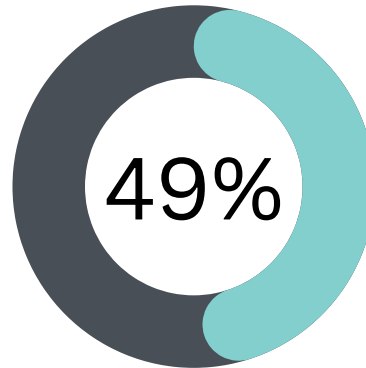
Your Voice Matters



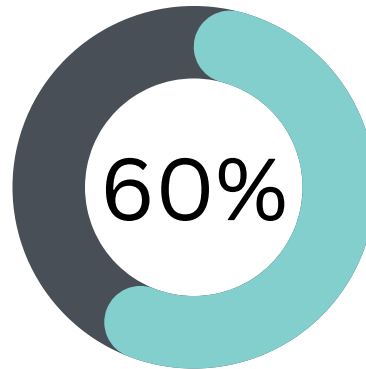
# 2020 Survey Snapshot



Despite the enormous challenges that 2020 brought, 80% of participants felt hopeful about the future of our community.



49% of survey takers did not participate in On The Table in the previous year



60% of survey participants spoke with at least one person that they did not already know



## CONVERSATION TO ACTION

92% of respondents reported they were likely to take action in our community.

*Your Voice Matters*



[onthetablemilledgeville.com](http://onthetablemilledgeville.com)  
[#onthetablemilledgeville](https://twitter.com/onthetablemilledgeville)