

CELEBRATION DINNER GUIDE



 Proveda

The
Welcome
Dinner Project



Welcome Dinner Project Celebration Dinner Guide

A guide for Proveda micro-grant recipients

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1. Introduction

For a decade, the Welcome Dinner Project (WDP) brought together newly arrived and established Australians in local homes across the country. Through generous sharing and trust in one another, thousands of people have connected over pot-luck dinners that spark lasting friendships.

As WDP transitions to its next phase, Proveda is honored to partner with WDP to make its model and resources publicly and freely available - empowering communities across Australia and beyond to create their own meaningful connections.

While this transition work is in progress, **we're proud to support existing WDP community members with micro-grants to host celebratory dinners** - a chance to honor the project's impact, recognise its many contributors, and bring WDP communities together to celebrate this remarkable journey.

These micro-grants will support a meaningful conclusion to this chapter, bringing together people who have already connected through previous Welcome Dinners to celebrate the relationships and community bonds that have been formed.

Purpose of this guide

This guide combines the best practices from nearly a decade of the Welcome Dinner Project, adapted for these celebration dinners.

While you won't have access to WDP's organisational tools (Kepla, Eventbrite, official email etc.), this guide provides practical coordination and planning tips to help past and experienced WDP volunteers organise their celebratory dinner.

What's different about these dinners?

You're organising these dinners independently, inspired by WDP practices and philosophy. They will rely on your existing community: the majority of participants

should be people who have previously been involved in the project (guests, hosts, facilitators, funders, partners), while maintaining a mix of newer arrivals and established Australians. Importantly, there will be no formal organisational support from WDP or Proveda, which includes many of the software tools and databases you were used to in the past.

What remains the same

The events must be led by people with WDP facilitation experience and held in a private home (perhaps a previous host, facilitator or coordinator's home). Events should aim for a target attendance of 15-30 participants. In addition, the dinners uphold the WDP format and ethos including:

- The pot-luck approach - everyone brings something to share
- Mix of newly arrived and established Australians
- Facilitated conversations and activities
- Focus on meaningful connection and community

2. Pre-Planning

Form your team

As an experienced WDP volunteer, you likely already have connections with other facilitators, coordinators and hosts in your area. Now is the time to activate those relationships. Reach out to volunteers you've worked with before and consider co-organising the Celebration Dinner.

Whether in person or virtual, bring your team together for an initial planning meeting to:

- Decide on potential dates (between 1st September and 30th November 2025), keeping in mind school holidays, religious or cultural observances, and leaving enough time for dinner planning. Penny is hoping to join a Celebration Dinner in Sydney on 21st Sept, the International Day of Peace. You may like to aim for this date also, and perhaps link up via zoom for a quick hello between dinners in different States, but it is not a requirement.
- Discuss which past participants to invite
- Identify potential hosts from your community
- Plan budget allocation based on grant amount
- Assign key responsibilities, including the lead applicant for the purposes of applying for the micro-grants

Stay connected

Finally, start a shared email thread or group chat to stay connected with your co-organisers..

3. Event planning and coordination

Once successful in obtaining your micro-grant from Proveda, the event planning process can begin. The below step-by-step guide for coordinating home Welcome Dinners will be familiar to you.

Plan your budget

Prepare a simple budget in a spreadsheet and share it with the organising team. In your initial budget, understand the total grant amount available (\$500 for regional areas and \$1000 for Capital Cities) and identify the major expense categories. Discuss any other contributions whether they are personal, in-kind or through existing sponsors or partners, although it is unlikely you will need to seek further funding support for the dinner.

For budget management purposes, keep all receipts (take photos) and track expenses in a spreadsheet. While there will be no formal acquittal process for the grant, it is best-practice to keep adequate records and this will also help you manage the budget closely.

Simple expense spreadsheet template:

Date	Item/Service	Amount	Category	Receipt?	Notes

Budget categories can include (but are not limited to):

- Basic supplies (name tags, markers, labels, etc.)
- Transport assistance (guest transport support)
- Coordination costs (phone calls, printing, materials)
- Thank you gifts (host appreciation, participant keepsake)
- Refreshments (drinks, snacks)
- Documentation (printing photos, materials)
- Miscellaneous

Set up your systems

Contact email: Appoint a lead organiser for the Celebration Dinner and either use their email address as the primary contact and/or create a dedicated email address for the event (optional).

Shared dinner folder: Set up a shared folder for documents and resources for the event, we suggest [Google Drive](#) but you are welcome to use any other preferred platform (eg. [Dropbox](#), [OneDrive](#), etc.)

Managing guests and dinner registration: Set up spreadsheets to track potential guests, whether they have been invited and whether they have responded. Make you have their contact details (email and phone number). Set up a dinner registration form if desired although you may opt to manage the RSVP process by email entirely. If so, make sure to send guests calendar invitations as they would not receive these automatically. Suggested registration platforms include [Google Forms](#), [Eventbrite](#), [Luma](#), [Humanitix](#) etc.

Dinner resources

Before purchasing new materials, connect with your organising team to take inventory of existing WDP resources. Many facilitators still have items from previous dinners that can be shared for the Celebration Dinner. Check who has: facilitator kits (name tags, markers, food labels), speech bubbles, contact cards, WDP t-shirts, banners or signs, printed forms, and children's activities. Create a simple shared list of who has what to avoid duplication and unnecessary printing costs.

Coordination Kanban Board

Formerly maintained in Trello, the Kanban Board below is an overview of the tasks required to coordinate a successful dinner, in the following sections we will share the familiar step-by-step process in more detail.

Dinner details	Four weeks (or more) from your dinner	Week before dinner	At the dinner	Week after dinner
date & time:	Create your dinner folder	Promote dinner (if needed)	Check guests in	Debrief with hosts and facilitators
Host:	Find a host	Create attendee list	Incident reporting (if needed)	Add photos to dinner folder
facilitators:	Find facilitators	Prepare evaluation		Follow-up email
location:	Home visit	Prepare Acknowledgment of Country		Evaluation
	Finalise date and time	Create run sheet		Proveda report
	Create event registration platform	Meet with facilitators		
	Invite guests	Facilitator guest calls		
		Update host		
		Send final details to confirmed guests		

At least four weeks before the dinner

Step 1: Create a potential participant contact list

Make a list of those who you have in your network from your involvement in the WDP. This may be fellow coordinators, facilitators, volunteers and previous hosts and participants. Due to the project closure, we are encouraging these celebration dinners to only include those who have been involved in the project previously, so as to not set up any false expectations. Your list should include contact details (email and/or phone number) to invite guests to your Celebration Dinner.

Set up a spreadsheet with a proposed guest invite list.

Step 2: Find a Host

Contact people who have previously hosted to find an available host for your planned dinner date. **If emailing a group, remember to use BCC to protect privacy.**

Prioritise hosts who:

- Have previously hosted or participated in multiple WDP events
- Understand and embody WDP values
- Have suitable space for 15-30 people
- Are located centrally to your guest community

Since you are working with Hosts that have prior experience, they should be aware of the requirements; however, please do send them the Host Guide as a reminder.

A suggested outreach email template is provided below.

Sample Host outreach email

Hi [Name],

I hope you're doing well!

I'm reaching out because we're looking to hold a Welcome Dinner in September or October this year. This will be a "celebration" dinner aimed at bringing together existing WDP community members to reconnect and celebrate all that was achieved with the project (since the organisation is closing at the end of the year). This dinner is supported by a micro-grant we obtained through Proveda. I immediately thought of you and your lovely home.

Would you be willing to host a celebration dinner?

The details:

- *When: [Timeframe - September/October] - we can work with your schedule*
- *Who: 15-30 people from our WDP community (past guests, hosts, and facilitators)*
- *What: Same familiar format facilitated and organised by us, and with guests bringing dishes (potluck style)*

Can I call you this week to discuss? And if hosting doesn't work out, we'd absolutely love to have you join us as a guest!

Warm regards,

[Your name]

[Phone number]

Step 3: Contact Host and discuss home visit

Once you've identified a potential host, call them to discuss the home visit process.

Good host qualities

While the host has held a dinner at their home previously, remember that their situation may have changed since, hence why it is important to follow the process of initial call and home visit. By selecting a host with the right motivations and capacity to host, you remove some of the potential risks associated with running the dinner.

Look for availability, flexibility, understanding of the WDP philosophy, enthusiasm to host the dinner and a home that is accessible.

Step 4: Find two Facilitators

By this stage, you likely would already have confirmed your facilitators, but if not remember to find two facilitators who are available for your planned dinner date. You might contact facilitators directly or put out a call through your volunteer communication channels (some of which may still be active).

Sample message

"Hello! Is anyone available to facilitate a home dinner in [Location]? It's planned for [Day, Date] from [Time]. You'll need to be available for a home visit in the coming week. I'm looking for two facilitators, ideally one experienced and one newer volunteer. Please let me know if you're interested!"

Step 5: Organise the home visit

The WDP had a policy in place that two volunteers do the host inspection for safety reasons. We recommend this for the Celebration Dinner also. It can be difficult to find a time that suits everybody, therefore it's a good idea to plan as far in advance as you can.

Below is a copy of the Home Visit Checklist with clear instructions about what to assess. File the completed checklist in your Celebration Dinner folder. Remember to take a picture of the host's home entrance / access to include in the guest reminder email.

Home Visit Checklist

- Date and time of Home visit :
- Host(s) Name(s):
- Type of residence
- Address:
- Host's guests :
- Public transport accessibility (describe station/ bus route):
- Possibilities for parking:
- Accessibility to front door i.e. need to go past other entrances, up stairs/lift:
- Size of space for dinner and whether indoor/outdoor, wet weather options:
- Facilities eg: tables, chairs etc / whether need to bring any more:
- Sufficient dinnerware (or what supplementary dinnerware is needed and who will supply):
- Any obvious safety or hygiene issues i.e. smells, pets: children's play area within sight
- Are the hosts comfortable with a smoking area outside? (not usually required)
- Preferred start and finish times:
- Any noise restrictions due to proximity to other residents:
- Other requests/ customs of host i.e. taking off shoes at the door, kids welcome:
- Space for children required:
- Possible alternate dates:
- Contents insurance policy details if they have it (for public liability)
- ALSO - ask if they have read the **Host Guide** and check they understand that they are expected to create a welcoming space (a few decorations is nice), plus provide drinks (water, juice + tea/coffee) and nibbles for when people arrive. They will also need to have a small table ready for the facilitator to use for name tags, promo materials etc.

Assuming there are no issues at the host's home, email them a confirmation of the date and a copy of the Host Guide.

Step 6: Set up your systems

Set up your email and shared online dinner folder as described above. Ensure that your co-organisers and facilitators have access.

The folder for this specific dinner will contain:

- Completed home visit checklist

- Guest list and contact information
- Resources and other planning materials
- Photos and evaluation from the event (added after the dinner)

The guestlist is a very important document, where you will record the details of the people who are attending/attended and share this with the facilitators so they can make phone calls.

Add columns for dietary requirements, transport needs, and other important information

Inviting guests to the dinner

When selecting potential guests, remember that the celebration dinners will focus on existing community members and therefore please invite people who have attended dinners previously.

Sample guest outreach email

Dear [Name],

We are hosting a special Welcome Dinner to celebrate the journey we've all been on as part of the Welcome Dinner Project. The dinner will take place on [date].

This is a chance to reconnect with friends from past dinners, share stories and connections.

Dinner details:

- **When:** *[Date and time]*
- **Where:** *[Suburb - exact address upon RSVP]*

- ***What to bring:*** *A dish that reminds you of home (every guest will bring one dish, potluck style)*
- ***RSVP:*** *By [date] to [contact or link]*

We'd love to have you join us!

Looking forward to seeing you, regards,

[Your name]

Three weeks before the dinner

Step 7: Facilitator guest calls

By this point, you should have enough positive responses to confirm the dinner will proceed.

Share the guest list spreadsheet with the organising team so you can start calling guests to confirm attendance, answer questions and to understand what dish they intend to bring.

Discuss how to divide the calling responsibilities. This might be based on geography, alphabetical order, experience level, or guest status.

After these phone calls, make notes of any important issues in the spreadsheet. This might include names of partners or other guests who will need to be registered, food allergies or transport requirements. Make sure to update people's status as to "attending", "not attending" or "no response". Note any other initial comments in the guestlist based on the responses.

Assess the mix between newly arrived and established Australians

If newly arrived participant numbers are low at this stage, brainstorm additional invitations or other ideas to increase the numbers.

Step 8: Prepare feedback collection

Plan how you'll collect feedback and learnings from the dinner to improve future events.

Feedback collection options

Dinner guests	Facilitators/Coordinators	Hosts
Paper survey at dinner	Online survey sent by email after dinner	Paper survey at dinner
Online survey sent by email after dinner	Email conversation	Online survey sent by email after dinner
	One on one or group phone calls (debrief)	Phone call

If using paper surveys, prepare the forms in advance and create a system for collecting and storing responses.

After the dinner, the team will upload photos of the completed surveys into the dinner folder.

Whatever methods you use, make sure that you are collecting some data and logging it appropriately. This will keep you in touch with the community and their experiences, and also support any final storytelling opportunities by yourself, WDP and/or Proveda.

One week before the dinner

Step 9: Update the Host

It's important that we don't forget about the host! Give them a call with an update on the number of guests and confirm the set-up of the event, arrival times, answer any last-minute questions etc. Check in with the host to ensure they have enough cutlery, crockery, drinks, chairs etc. Make sure their expectations are appropriate.

Step 10: Send final confirmation to guests

For security and privacy reasons, only send the host's address one week before the dinner.

Final confirmation email should include:

- Host's name and address
- Parking and public transport information
- Start and end times
- Reminder about bringing a dish to share
- Participant Guide
- Contact information for day-of questions

Update your guest list if anyone cancels and ensure facilitators have the current information.

Sample confirmation email for Home Dinner participants

Hello [Name],

Thanks for confirming you will be coming to the Welcome Dinner in

Here are the final details:

Your host is and your facilitators are And (me!)

Start time: 6.30 pm

Finish time: 9.00 pm

Address:

Getting there:

CAR: Street parking is available on Street

PUBLIC TRANSPORT:

** Please let us know if you need assistance with transport**

What to bring: Please bring a plate of food that reminds you of home or that is traditional to your culture. Hopefully you have discussed with your facilitator whether this will be a dessert or main course.

Please note: In addition to the dishes everyone brings along, your host will provide some snacks and cold drinks. We do not have alcohol at Welcome Dinners.

What will happen during the dinner?

The format of the dinner is casual but there are a few activities we like to include:

- *Each person introduces their dish*
- *During the meal, the facilitators invite everyone to swap seats and talk to someone they haven't talked to yet. This way hopefully you will chat with each person by the end of the night!*
- *At the end, the facilitators will hand out a "Speech Bubble" and invite you to write a word to describe how you felt about the Welcome Dinner experience*
- *We will take a Group Photo to send to you afterwards*
- *We will give you a card whereby you can collect contact details of your new friends so you can stay in touch!*

Please let me know ASAP if you can no longer attend. If you get lost, please call me on and I will try and direct you to the right place. I've also attached a video Participant Guide which we ask you to watch before the event.

I'm looking forward to meeting you at the Welcome Dinner!

Kind Regards,

[Your Name]

Step 11: Prepare facilitator kit

The organising team will ensure that all materials and “Facilitator Kit” are prepared for the dinner. As mentioned previously, it is likely that coordinators and facilitators will still have many of the items required for the dinner.

Facilitator kit contents:

- Name tags and markers
- Speech bubbles for reflection activity
- Food labels (for ingredient identification)
- Contact cards for networking
- Welcome Dinner promotional materials
- Pens and colored markers
- Children's activities (if needed)
- Facilitator checklist
- Paper registration forms (for anyone who hasn't registered online)
- Paper evaluation surveys
- Welcome Dinner Participant summary
- Any branded materials (t-shirts, banners)

Send guests a text message reminder the day before the dinner with the address and start time details as well as contact details for any last-minute issues.

During the dinner

Refer to the next section “Facilitating your Celebration Dinner” for detailed information about what happens during the dinner itself. If you are not planning to attend the dinner yourself, please be available by phone for support and to follow up on any last-minute issues.

Within one week after the dinner

Step 12: Debrief with Hosts and Facilitators

Debrief with your organising team, and with the host. Review paper or digital surveys completed by the guests if any. Reflect on what worked well and what didn't. Most importantly, this is an opportunity to express gratitude for everyone's involvement in the dinner and reflect on impactful stories and achievements in the community.

In the case of any incidents, keep a written record and email [here](#). The incident report form is included in our [online resources](#).

Step 13: Document photos and stories

Collect photos from the dinner and store them appropriately. Photos are valuable for thank you communications to the participants and can be used to demonstrate impact to supporters and partners, the broader WDP community and Proveda.

Step 14: Follow-up communications

Send thank you emails to all participants including the best group photo and guest contact information (if requested by participants).

Send the email within 3-5 days while the dinner experience is still fresh in participants' minds.

4. Facilitating your Celebration Dinner

Dinner time!

By now, you and your organising team have laid the groundwork for a successful celebration. You've secured your host and venue, confirmed your guests and made the necessary logistical arrangements. You've likely shared many of these tasks – perhaps conducting the home visit together, dividing up guest calls, or coordinating who's bringing which materials.

Now it's time to focus on the dinner itself. For this celebration, your team should designate a Lead Facilitator who will guide the overall flow of the evening and ensure a great dinner experience in the spirit of WDP.

The following section outlines the familiar dinner flow and facilitation, which your team can adapt based on your collective experience and the uniqueness of your community and your Celebration Dinner plans.

The day before the dinner

Do remember to remind guests and hosts, the day before the dinner. This is ideally done by sms or phone call, in addition to the reminder email that your team has already sent out.

Timing and flow of a Welcome Dinner

Time	Activity
6.00pm	<p>Upon Arrival</p> <ul style="list-style-type: none"> • Guests arrive and are welcomed at the door • Register by ticking names on the list. Complete online/ paper registration if person is not already on list provided • Name tags - write name & passion <p>Activity #1: WarmUp Games / Activities</p>
6.20pm	<p>Official start</p> <p>Gather in a circle for:</p> <ul style="list-style-type: none"> • Welcome and Acknowledgement of Country • Introduction to WDP Celebration Dinner • Housekeeping details / safety reminders • Guidelines re: conversations and food sharing • Outline of flow of the evening
6.30pm	<p>Activity #2: Food introductions and story sharing (circle)</p>
6:40pm	<p>Dinner and conversations</p> <ul style="list-style-type: none"> • Encourage guests to talk about their passions • Swap seats where possible halfway through the meal • Take around any dishes still remaining
7.30pm	<p>Activity #3: Speech bubble activity (circle)</p>
7.45pm	<p>Wrap Up</p> <ul style="list-style-type: none"> • Acknowledge everyone's efforts and sharing • Give out contact cards for exchanging details and talk about possibilities for ongoing connections/activities • Invite everyone to stay connected • Online Evaluation form to be emailed • Encourage Donations
7.55pm	<p>Group photos</p>
8.00pm	<p>Farewell (then pack up / clean up after guests depart)</p>

What happens at the dinner

The organising team will ensure that all materials and **Facilitator Kit** are prepared for the dinner, for its list of contents see Step 11 in the previous section.

The following activities are shared between both Facilitators at the dinner. The Lead Facilitator may lead certain activities such as introducing the dinner, or delivering the Acknowledgement of Country, but the dinner activities are to be divided between both Facilitators to spread the responsibilities and to give variety to the experience for all.

Upon arrival

- Put up WDP signs at entrance and front door to assist with finding the venue
- Set up small table for sign on sheet, name tags and promo materials
- Keep an eye out for guests arriving, keep your phone on and check if there are any obvious issues in the area regarding parking
- Check in with host about room in fridge, heating of food, table set up for placement of all the dishes, dinnerware, cutlery, cups/glasses, serviettes, cold drinks, toilets, children's play area, pets away etc.
- Welcome people upon arrival, together with the host - Co-facilitator can assist with name tags and placement of food on tables etc.
- Tick people off on your list as they arrive so you can see if anyone is missing and give them a call to check if they are lost or no longer coming.
- Make sure guests are being introduced to one another; remind them to ask about each other's passions, as per name tag. You may wish to do some other ice- breakers as well
- Offer around some nibbles and remind people not to start the meal yet, tell them about what time the formal proceedings will begin

ACTIVITY # 1

Warm Up Activity of your choice (remember cultural and physical considerations such as space limitations, confidence, physical proximity, cultural concepts and language). Mix with the guests as much as possible to support their participation in the warmups. Prepare with examples, picture cards etc.

Official start

- Introduce yourself, the organising team and host! Thank everyone for coming,
- Acknowledgement of Country
- Intro to WDP, why this special Celebration Dinner and prepare some thoughts you would like to share with your community
- Safety of children at our events - we take everyone's comfort and safety at our events very seriously. In particular, if you have come with children, there is a play area set up over there (if there is one) but please make sure you can see your children at all times. Their safety is your responsibility. We include children in all activities as much as possible e.g.: warmups, sharing stories about the dish, speech bubble at the end.
- Housekeeping - no smoking (or where); bathroom facilities; children's play area (if required); any other instructions from host about the venue
- Photos - seek consent, ask guests to advise facilitator if they would prefer not to be photographed
- Suggest topics of conversation - avoid asking how a person came to Australia or what they do for work, however it's fine to talk about these things if people offer the information, we just don't ask; instead this project is a unique opportunity to rediscover our common humanity by chatting about common interests, passions, hobbies, local activities, what we love

about our place, hopes for the future

- Give a short outline of the flow of the evening – “In a moment we will each introduce our dish, share a meal together, there will be a time when you will be asked to swap seats, and a few other activities towards the end of the dinner.” Remind guests that our hope is that tonight will be just the beginning and that they should talk about possibilities. Give some examples of community activities.

ACTIVITY #2

Food Introductions and Story Sharing

- Point to each dish and ask people to say what it is and the main ingredients, prompt for more info when needed or ask the traditional name of the dish. Encourage people to share their stories! Encourage deep listening through attention and body language. Acknowledge each story by saying thank you to the person using their name.
- Move desserts and vegetarian dishes to one part of the table for ease of identification. Use labels where possible.
- Thank people for their efforts in preparing the food
- Instruct how we will take a plate and help ourselves to whatever we wish to eat (the pot-luck thing is new to some people!)
- Remind people to be aware of their own allergies and not take any risks for anything they are unsure about
- Hand around hand sanitiser to ensure hygiene when sharing the serving utensils
- Invite everyone to “dig in”

Dinner and Conversations

- Watch that everyone has what they need, e.g.: enough cutlery, drinks
- Assist people to form connections by bringing a few people to sit together and sit with them (if needed).
- When you feel it's appropriate, invite everyone to swap seats or meet new people eg: around dessert time. Give a clear instruction, something like, "We're going to ask you to swap seats now and talk with someone you haven't spoken with yet."
- Be aware of conversations and sense how people are feeling about the topics, interrupt and redirect conversations if you deem anything to be inappropriate or uncomfortable
- Try to ensure every guest is participating and share around any dishes that haven't been tried by many people

Facilitation Micro-Skills in action

<p>Scanning the Group: Regularly step back to observe dynamics, energy levels, and inclusion patterns</p>	<p>Being Inclusive: Ensure quieter participants get opportunities to speak; support those with language barriers through patient listening and peer translation</p>
<p>Creating Psychological Safety: Model vulnerability by sharing your own WDP memories; redirect inappropriate questions immediately while maintaining warmth</p>	<p>Noticing and Naming: Approach isolated guests with specific observations: "I noticed you're sitting quietly - would you like me to introduce you to Maria? She's also from [shared background/interest]"</p>

Conversation Starters for the dinner table

- Tell me about your passion...
- Tell me more about the story of your dish....
- What do you love about your local area?
- Do you have a story behind your name?
- Tell me about a time or place that you have fond memories of?
- What is one interesting activity you have done in (name of city)?
- What is your dream for your future?

Wrap Up

- **CONTACT CARDS:** Explain that there are contact cards which they can utilise for collecting any details of people they want to stay in touch with. Make sure guests understand that they need to approach people individually to ask for their contact details.
- **ONGOING CONNECTIONS:** Invite guests to promote other community projects (only if they have mentioned to you beforehand) plus talk about what's on in the local community and encourage everyone to be creative with how they can stay connected from here on, especially tapping into community-friendly events and activities already happening in the local area.
- **FOOD PACK UP:** Invite guests to take home any leftover food, pack into take-away containers if needed. Also remind guests to take home their bowls, utensils etc.
- **GROUP PHOTO:** Gather everyone together for a final group photo, perhaps with the speech bubbles. Advise that photos will be sent around to dinner participants in a follow-up email or other designated communications channel to the group, usually within a week.
- **GRATITUDE:** Thank the host and guests for their incredible contribution to make the event what it was and then bring the Welcome Dinner to an official close by wishing them a safe journey home.
- **CLEAN UP:** Once guests have departed, assist in cleaning up and let the host know you will be in touch for a short debrief/evaluation in the following week.
- **PACK UP:** collect all materials, sign-on sheet, speech bubbles.
- **FACILITATOR FEEDBACK FORM:** Sit down for a moment and fill in the post dinner form to collect all the dinner information and capture your insights and reflections while they are fresh in your mind.

After the dinner

Debrief with your organising team, and with the host. Review paper or digital surveys completed by the guests if any. Reflect on what worked well and what didn't. Most importantly, this is an opportunity to express gratitude for everyone's involvement in the dinner and reflect on impactful stories and achievements in the community.

The steps below have already been covered in section 4 *Event planning and coordination*, however they are to be shared across all members of the organising team.

Document photos and stories

Collect photos from the dinner and store them appropriately. Photos are valuable for thank you communications to the participants and can be used to demonstrate impact to supporters and partners, the broader WDP community and Proveda.

Follow-up communications

Send thank you emails to all participants including the best group photo and guest contact information (if requested by participants).

Send the email within 3-5 days while the dinner experience is still fresh in participants' minds.

5. How to run your event sustainably

Every human action has an impact on the environment. This is also true for the activities and events of the Welcome Dinner Project. And indeed, besides affecting social change, the WDP is committed towards sustainability and reconnecting with our natural environment. Through being aware of our impact, we can rebuild our connection with the Earth.

While some environmental impacts directly result from the activity of our team (e.g. the resources we use when carrying out a dinner such as fresh water), others are triggered by guests or partners which limits our influence to influence these impacts (e.g. the emissions our guests produce when travelling to a host or venue).

Still, being proactive in managing our impacts can inspire our partners and guests to adopt similar practices.

We therefore have summarised the impacts of the project into five categories: **water, transport, utilities, waste and documentation.**

In the table below we aim to give you an idea as to where some of the project's impacts occur, why we should care and some steps to manage our impact.

Category	How we use it	Why we need to care	What we can do about it
WATER	Cleaning Drinking Using bathroom facilities	Freshwater is limited and essential to all ecosystems.	
TRANSPORT	Driving to meetings, events, to the shops by car and public transport	Produces carbon emissions which contribute to global warming. Catching trains and trams contributes to global warming when the electricity is sourced through fossil fuels such as coal.	Encourage car-pooling/ -sharing within your hub. Where possible, find meeting locations, venues that can easily be reached by Public Transport. When facilitating, encourage guests to use non-car transportation or car-pooling in our pre-dinner phone call.
UTILITIES	Electricity and gas to cook, heat, cool, lighting.	Produces emissions. The extraction process itself has an impact on natural resources; just think about the loss of biodiversity through open cut mining.	
WASTE	Food packaging Disposable dinnerware Food waste	Contaminate the soil and water. Packaging waste made of plastic additionally impacts waterways through dissolving into micro plastics.	Use crockery rather than paper/plastic plates Encourage guests to cook with ingredients that are in season. Seasonal food will generally have a lower environmental footprint and will not need to be transported long distances. Ensure that guests bring containers to carry leftover food home with them
PAPER	Printing Taking notes	Deforestation to produce paper, transport related emissions and environmental pollution through the production and disposal of print cartridges.	Prioritise digital documentation. Where possible, use environmentally-friendly (recycled) paper.

6. Post-event and reporting

Once your event is complete, please email the following to Leah Young [here](#):

- Any stories from the event that we can share
- 2-3 photos/videos of the event that we can share on our website or socials

7. Other resources and templates

For the purposes of the Celebration Dinner, we have made coordination resources and templates available for download [here](#).