



# Recovery conversation café planning checklist

Creating the atmosphere for an engaging and productive recovery conversation café involves good planning! This checklist is based on experience of facilitating recovery conversation cafés and is a guide for the planning group to consider.

## Date

First things first – agree a date and time! Be mindful of factors that may discourage attendance of the people you want to participate e.g. school holidays and early starts.

## Budget

Identifying and agreeing your budget provides the basis of your planning. Some things to consider include venue cost, catering, stationery, printing, IT support and sound, travel expenses, childcare and payments for contributors.

# Planning

## Some things to consider when planning your event

## Notes

Purpose of the recovery conversation café

Identify partners to be involved

Identify any contributors and their focus

Identify participants

How will you communicate with them?

What is the plan for the recovery conversation café?

How are you going to evaluate?

Who is doing what and when on the day?

Budget for accessibility support e.g. British Sign Language interpretation or Notetakers

Will there be access to travel expenses and childcare/carer support?

How will people be reimbursed?



# Communication

**Ongoing communication with everyone involved is key to the success of your event**

**Notes**

How will you and your partners promote the café (before, during and after)?

Is your information clear and accessible?

Could you encourage initial interest with a 'save the date'?

How will people book / confirm places?

Do you need to send out reminders near the event?

Do people need any additional information?

Have you organised how to capture consent for contact details?

How will you organise media permission (photography, audio, film)? (GDPR)



# Practicalities

## Some practical things you might want to think about

## Notes

Is the venue accessible?

Does the venue have access to technology e.g. Wifi, a sound system, A.V. screens.

Does the venue provide IT support?

Are there additional costs?

Does the venue allow you to use the wall space?

Who will set up your room(s)?

What resources do you need (print outs, flip charts, pens etc)?

How will these get to and from the venue?

Will the event have catering?  
Who will provide it?

Are there any dietary requirements?