

Meeting-Day Checklist:

1. Print enough copies of your [One-Sheet \(like those below\)](#).

We call it a "one-sheet," but technically it's one sheet of paper, and thus can be what you can fit on the front and back of a page. That means at most two pages of content, fit on one sheet of paper. It is not best to cram things in, but rather to work hard on distilling content to essentials for meaningful, rich conversation. That should include some text and development, followed by some accessible opening questions. How many should you print? Tools like [MeetUp.com](#) can give you a rough idea of how many people will come. Perhaps print that number plus 5. You can also have people share one-sheets, if greater turn out shows up.



2. Bring a [sign-in sheet, like this one](#).

If you share SOPHIA's aim of building communities of philosophical conversation, it's important to know who's joining you. We suggest asking for names, contact information (at least email), and for ideas for future meetings. In addition, our organizers have often had trouble later tracking down these sheets. So, one suggestion is for meeting organizers to use a cellphone camera to photograph the sign-in sheet and save the image into his or her file-storage or email it to fellow chapter leaders to make sure not to lose a record of the growing chapter community. Some use [Evernote](#) for this purpose and others report using [Dropbox](#). This digitization is not necessary, just a suggestion for those who may lose track of an important piece of paper.



3. Name badges or labels are *very* helpful for building community faster.

Name badges can cost some money and not be strictly necessary. BUT, a) SOPHIA offers chapter seed grants and ad hoc grants that can help pay for them, and b) it is much easier to address a person when you quickly and easily can identify his or her name. As such, it is a good idea to obtain and bring at least *large mailing labels OR reusable name badge holders AND a few sharpies or equivalent marker pens*. One group has reusable badge holders, but they are more cumbersome and use up as much new paper for name badges as do stickers, which are quicker and easier to create and use. Here are [stickers one group uses](#), and here is a [template of SOPHIA name badge stickers in Adobe PDF \(or in MS Word format\)](#).



4. Send out reminders!

A quick message post on MeetUp.com, Facebook, Twitter, Email, or equivalent online tool, can be a helpful last-minute reminder to those who expressed interest in attending the meeting.



5. Bring a camera.

Web sites, announcements, and social media platforms are much more attractive with pictures. Try to snap some quality photos at your meetings.



6. Talk through values and aims of the meeting.

Task one or a few people with talking through briefly SOPHIA's values and guidelines for conversation at the start of meetings that include new participants. This sheet here on [SOPHIA Meeting Guidelines for Philosophical Dialogue](#) (included also below) was created to make that easy. The idea is to be welcoming, inviting, respectful, and open-minded.



7. When needed: Icebreaker Device.

SOPHIA is developing tools for philosophy-meeting icebreakers. Questions to ask each other have so far been the most fun. Groups can ask each other something that is their favorite big question or big idea, for example. Soon, SOPHIA plans on releasing a number of icebreaker devices and questions for this purpose.

