

✓ Checklist for Roles

- Host
- Connector
- Facilitator

Roles provide us the opportunity to put heart into experiences.

When organizing events, its helpful to consider who will complete the following:

Host – Make people feel welcome and set the tone for the experience

Responsibilities:

- Greet people and emcee the event;
- Welcome people in a personal way and provide context with introductions;
- Cultivate dialogue including follow-up;
- Highlight next steps – including how people can go deeper if they choose.

Connector – Help people connect with likeminded peers and partners

Responsibilities:

- Talk to members and introduce them to each other
- Use ice breakers to get people talking right away;
- Leverage present members and ask them to reach out to new

- members;
- Doesn't get stuck in one conversation – they are social butterflies.

Facilitator – Lead discussions that make people feel heard and supported

Responsibilities:

- Lead discussion among members and moderate Q&A;
- Work with subject matter experts to make presentations more interactive;
- Work to include everyone in conversations.