



FOLLOW-UP AGENT

BEFORE DINNER

	FAMILIARIZE YOURSELF WITH THE GLOBAL DINNER PARTY SECTION ON PUSHTHEFUTURE.ORG*	NOTES: <ul style="list-style-type: none"> Your role is to be your group's online Pied Piper Our dedicated Flickr site: http://www.flickr.com/photos/globaldinnerparty
	*SET UP A GROUP FOR YOUR EVENT, IN ADVANCE, ON OUR A GLOBAL DINNER PARTY FLICKR SITE (PW: PUSHINSTITUTE). NAME IT WITH YOUR HOST'S LAST NAME AND DATE OF EVENT, E.G. SOMMERS_05.12.09	
	GET LIST OF DINNER GUESTS FROM HOST/RSVP SITE.	

DURING DINNER

	ARRIVE EARLY ENOUGH TO GET A GLIMPSE OF PREPARATION.	NOTES: <ul style="list-style-type: none"> The Discussion Facilitator will ask the group to write a response after each of the three courses. Make sure you have all the artifacts from the evening – notes, drawings, or anything else the group produced (other than photo or video). Ask photographer to shoot notecards (it's much easier than re-typing everything in again, though feel free to if you prefer).
	CREATE A LIST OF GUESTS AND PREFERRED FORM OF CONTACT	
	MAKE NOTE OF ANYONE WHO MAY BE A BIT OF A TECHNOPHOBE. OFFER TO HELP THEM LEARN NEW TRICKS, OR PROMISE TO KEEP IT SIMPLE FOR THEM, AS THEY WISH	
	COLLECT NOTES AT THE END OF THE EVENING.	

AFTER DINNER

	WRITE A WRAP-UP EMAIL TO YOUR GROUP, TELLING THEM WHEN THEY CAN EXPECT TO SEE PHOTOS ETC. FROM THE EVENING. INCLUDE A LINK TO THE ONLINE SURVEY	NOTES: <ul style="list-style-type: none"> If necessary, send reminders to photographer and reporter to upload materials. Send reminders to group to complete GDP questionnaire (best if all are completed within one week of event)
	SEND UPDATES (AND CELEBRATE) WHEN PHOTOS AND NOTES ARE AVAILABLE FOR VIEWING	
	COMPLETE ONLINE GDP QUESTIONNAIRE	