

FOCUS

St. Louis

LSL Alumni Dinner Hosting Instructions

This is a brief guide for hosting a LSL Alumni Dinner for those of you who are interested or have agreed to host an LSL alumni dinner. The format for the evening is modeled on leadership dinners held in D.C., and hosted many times by LSL alum Karen Kalish, who brought the model here to FOCUS St. Louis.

Preparation

- A list of diner guests will be sent from FOCUS St. Louis-*Immediately* contact them confirming the time, date, and location. Give them directions to your house. (Email is easiest, but if they don't have email, call. It's best to do both in case someone is out of town and hasn't looked at email lately.)
- Purchase or make arrangements to have these items on hand:
 - Nametags
 - Wine, beer, soda, water
 - Food: Something easy to prepare/eat. Anything from take-out to home-cooked to catered, whatever is easiest. (Remember: This is *not* about the food.)
 - Dessert
 - Coffee, tea

Brief timeline for the evening events:

- 6:30-7 p.m. Alumni arrive, fill out their name tags, chat, grab beverages, maybe an appetizer, and mingle.
- 7-8:15 p.m. Dinner is served, and guests are seated at the same table, or in the same room so they can hear/see each other. Welcome everyone and explain the purpose of the dinner: to get to know each other across class lines, to reconnect with FOCUS St. Louis, and help each other find partners to get accomplish "work" in the St. Louis region. Explain that each alum will have **five-six** minutes to tell their "story" - where they grew up, college, jobs, passions, what year they went through LSL, what they are doing now in the community, etc. Be open to asking questions if you need to stimulate conversation, but don't let one person monopolize the conversation. Subtly eye your watch if necessary.
- 8:15-9 p.m. Serve dessert and coffee/tea.

Prepare for guests to be there until at least 10 p.m. just in case.

Please ask if anyone would like to host an alumni dinner in the future, and direct interested parties to contact Ginger Hildebrandt (gingerh@focus-stl.org or 314-622-1250 x120). Thank everyone for participating and urge them to follow up on conversations.

Be aware that one or more of your guests will likely back out/have emergencies at the last minute. Unfortunately, it happens frequently.

THANKS! THANKS! THANKS!