



SAMPLE AGENDA

5:10 DOORS

- All committee members and volunteers in place. Diners inevitably start arriving early. Make sure floaters are mingling and encouraging people to talk!
- People arrive and pay their suggested donation of \$10 at the door, enter the space, find a seat or mingle for a little while. Everyone is invited to talk with neighbors, learn about presenters and settle into the Souper Starz experience.

5:30 SOUP!

- Invite diners to go through the soup line. Diners have a half hour to enjoy dinner and talk with neighbors.

6:00 PROGRAM BEGINS

- Remind everyone to use the restroom, get seated and silence their phones.
- **Welcome:** MC welcomes the audience and gets things started
 1. Thank your sponsors: Location sponsor, soup cooks and organization backer
 2. In about 5 minutes, explain:
 - What is SOUPER STARZ? Brief history and why you are doing the dinners in this community?
 - Values and goals of Souper Starz.
 - Describe resource sharing on the Post-It note board.
 - Review the night's presentation agenda.

Keep it fun and exciting! If the MC is excited, the audience will be too.

6:15 PRESENTATIONS BEGIN

- **PAST SOUPER STARZ WINNER REPORT:** After your first Souper Starz, of course, invite the last winner to speak for 5 minutes about how their project is progressing, how they used the funds and share stories about their successes and challenges in the past few months.
- **PRESENTER #1-6:** Invite each presenter to the microphone, one at a time and allow 5 minutes each to present.
 - Following each presentation, the MC asks the audience for up to 4 questions per presenter.
 - Remind the audience to use the resource board to share ideas or resources with the presenter.



6:45 VOTING

- All diners received a voting ballot with all presenters when they paid their donation at the door. Please encourage everyone to talk to the presenters, each other, and then to vote on the project they like the best.
- After all votes have been cast, voters can either hand their ballots to the ballot collectors or put them in the ballot box.
- Ballot collectors take the ballots to a secluded spot and count to determine a winner.
- Treasurer counts the money collected at the door and determines the total amount for the winner.
- Check is written to the winner by the backer organization (Kiwanis, Elks, etc.)

7:00 ANNOUNCE THE WINNER!

- Thank all diners and presenters for being a part of Souper Starz, making sure you highlight the importance of each person in the room and their contributions to the conversations happening in the community.
 - Recognize and thank committee members and volunteers for their work.
 - Thank the venue for using their space and providing soup.
 - Thank your backer organization.
 - Announce the date of the next dinner and tell folks how to stay updated - sign up at the door for updates and watch Facebook for posts.
- **ANNOUNCE THE WINNER AND THE FUNDS RAISED**
 - Invite the winner to the front to accept the money and publicly ask them if they will come back to report on their project at the next event.
 - Take photo of winner for social media

CLEAN UP

Ask everyone to help. Explain where to put tables, chairs, paper products, pens, etc. (Make sure to ask the venue if they want your help cleaning).

Pat yourselves on the back! SUCCESS!!