**Capacity Café Checklist**

(If face-to-face, then adjust all sections accordingly or follow the world café style: <https://www.theworldcafe.com/wp-content/uploads/2015/07/Cafe-To-Go-Revised.pdf> )

**BEFORE**

* Send Capacity Café invites with registration links for the session(s), a PDF of the ICAT results, and the breakout room slide deck and encourage participants to join the Cafes via their laptop or desktop with video on
* Encourage the core team leads to attend all café sessions
* Identify/assign one Notetaker and Facilitator for each breakout room. If doing multiple sessions, consider different notetakers and facilitators for each session.

**DURING**

* Ask the facilitators and notetakers to use the rename function to add their name and role, e.g. Jane Doe-Facilitator /have name tags
* VC or DVC delivers welcome and opening remarks if applicable
* Once in the breakout rooms/groups, the facilitator asks everyone to share their name and role at the university and have them practice muting/unmuting the mic and how to use the coffee icon if they need to step away. The facilitator to inform the participants that the coach will be popping in and out to provide any needed support and listen
* The notetaker shares that they are capturing group ideas and that no comment will be attributed to an individual. You may suggest that the notetaker does not share their screen while taking notes so the participants are fully engaged in conversation and looking at each other
* After three 30-minute rounds in breakout rooms, attendees return to the main session for a high-level report out on action items for each practice
* Notetakers send note summaries to the core team leads and copy the coach using the note summary template provided.
* VC or DVC provides closing and next steps if applicable.

**AFTER**

* Send thank-you emails to participants, notetakers and facilitators
* Core team leads share survey link to participants to assess ICAT 1.5 tool and Capacity Café (optional)