

9. Day of Dialogue Task Checklist

Here is a quick a step-by-step checklist which can be used as your guide for planning a Day of Dialogue for your own group.

TASK	✓
Review this guide yourself and with any others on your planning team	
Review other links and resources available on acommonword.ca	
Assemble a team from your church or community who would be interested in planning an event like this. Review the materials with them and talk about what makes sense in your context	
Contact your local Mosque/Masjid or Muslim Association and ask to meet with them to discuss planning a Muslim-Christian dialogue event. Refer them to the acommonword.ca website and the Introduction and Orienting Essay for Muslims if they would like more information on <i>A Common Word</i>	
Choose a mutually agreeable date and timing	
Chose a mutually agreeable venue	
Choose a dialogue theme	
Invite a Muslim and a Christian keynote speaker to share presentations on the theme according to the outlined parameters	
Identify people willing to serve in the various volunteer roles	
Choose readings/recitations/prayers/etc. for the opening and closing, and invite people who will lead these	
Decide about food and refreshments and make the necessary arrangements	
Invite people and advertise widely your event in the churches and in your community	
Hold your Day of Dialogue	
Meet with your planning team to debrief	
Do it again!	