

## Sample Cosmic Café Schedule

*So what does a café look like? Most are an hour or less. And with so much to fit in, the time flies. The schedule below offers a snapshot of a “typical” café. Adapt it to fit the specifics of your café.*

---

### **5:00 pm Arrive early for set-up**

- Set up the AV and do a dry run (sound, video, microphone, etc.).
- Arrange tables and chairs for the anticipated number of café attendees.
- Set out coasters, giveaways, evaluation forms, flyers, photo-release forms, etc.
- Check with venue about food and drink specials.
- Review with the speaker how to moderate the discussion. (Raised hands or questions on cards? Moderator or speaker selects next audience member to speak? Use a microphone?)

### **6:00 pm Kick off the café**

- Encourage people to answer the coaster questions and use the QR codes to find the answers.
- Circulate a sign-in sheet to collect names and email addresses.

### **6:12 pm Welcome the audience**

- Encourage the audience to support the venue by ordering food and drinks.
- Explain briefly that the café format emphasizes open discussion and audience involvement.

### **6:15 pm Show The Fabric of the Cosmos video clip(s)**

- Provide a brief introduction, if necessary.
- Play the video clip(s) you selected.

### **6:20 pm Begin presentation**

- Introduce the speaker with some fun personal information.
- Pose open-ended questions to prep the audience for the discussion.
- Turn it over to the speaker. (The presentation should be a conversation starter, not a comprehensive overview. Remember: no podium, no PowerPoint, no technical jargon!)

### **6:30 pm Have a group discussion/conversation**

- Use the moderator to keep the conversation moving so it's lively, clear, and inclusive.
- End the discussion with a simple “Thank you.” when it seems that people are losing interest.

### **6:50 pm Wrap up**

- Thank people for turning out and the speaker for sharing his/her work.
- Tell the audience some ways to continue their exploration of the topic. (See Wrap-up Points.)
- Distribute the surveys/questionnaires and pencils.
- Circulate the sign-in sheet and remind people to add their names.

### **7:00 pm Schmooze**

- Some cafés take a 5–10 minute break and reconvene for a second round of group conversation.
- Some of the most interesting conversations happen after the main discussion is over, so be prepared to linger.
- Mingle with the group so people can talk one-on-one with you and the speaker.