

World Café Tool Kit Resources

List of Materials:

- Round 30" to 36" diameter folding tables (4 or 5 people to a table)
- 4 or 5 chairs per table
- Tablecloth for each table (usually red and white check plastic)
- Flip chart paper for group graphics and one or more sheets on each table for participant drawing/notes/doodles
- Flower vase and flowers (small) for each table
- Votive candle and holder for each table
- Markers- thin or medium felt tip water based pens in a variety of darker colors for each table
- Roll of mural paper (for harvesting and posting collective insights)
- Artist tape (sticks but easily comes off without tearing the paper)
- Push pins (for graphic recording or displaying table graphics or signs *if allowed*)
- Bell or chime to alert participants of timing or to get their attention
- Coffee, tea, water
- CD's (mellow music) and CD player, speakers
- Variety of sizes of post-it notes (especially 3 x 5 or 4 x 6 unlined)
- Rolling white boards, flip chart tripods or flat wall space for the mural paper or posting table doodle sheets.
- Microphones- portable hand held style

Sources:

Tables can be purchased from

<http://www.buylifetime.com/Products/BLT/PID-80230.aspx>

(#80230 \$79.99 for 1 through 21 tables, \$63.64 each in packs of 22

Free shipping in the USA)

Tablecloths can come from any source and can be any style. Generally, we have used red and white checked plastic tablecloths. They are light, durable and don't

wrinkle. No laundering! Party or picnic supply stores or Google.

Here is one example:

<http://www.amazon.com/CREATIVE-CONVERTING-39188-GINGHAM-TABLECLOTH/dp/B0034600FC>

(scroll down this linked page to see other options)

Office supply stores are good sources for markers (RoseArt medium markers are great), post it notes, flip chart paper, etc.

Artist Supply stores are good sources for artist tape (which is different than masking tape) and mural paper.