

BEFORE THE GUEST ARRIVE: Make everything look and feel welcoming. Check your CitizenHostWelcomeLetter. Light the lanterns; roll out the red carpet etc. Check that you know how to operate the screen, and place one host outside greeting the participants when they arrive. The other host gives people 'goose wine' and help them feel comfortable when inside the Habitbreaker Palace.

WELCOME – it is so wonderful to see so many down here. My name is xxx and I'm your host for tonight together with xxx, who greeted you outside (and maybe others). Welcome to this very special place (make your own welcome speech)

SO TONIGHT IS ALL ABOUT GIVING YOU THE WARMEST AND BEST WELCOME TO AARHUS.

TWO STEP WELCOME: You can think of tonight as a sort of TWO STEP WELCOME:

- Step one is the welcome that you'll receive tonight and
- Step two will be when you go home tonight and have made arrangements to visit one of tonight's communities together with some of the other participants from tonight.

SCHEDULE: We have a tight schedule, so I'll just walk you through it: First a warm Welcome video and then (the schedule is in the frame by the big TV)

THE WELCOME-VIDEO

SMALL TALK: Talk to the person sitting next to you: tell how you like living in Aarhus, how long you have lived here and what you do in Aarhus – and the in a minute we will present our self to each other. **DO A ROUND WHERE EVERYONE STANDS AND PRESENTS HIM/HERSELVES AND PRESENT YOURSELVES ALSO**

THE MAP: Now we begin the focus of this evening and I will start by giving you a small present: the map. **THE BEST COMMUNITIES:** When we started the warm welcome society we asked people to tell us where all the really cool and welcoming communities where – and this is the result. Here you can see all the communities and sort of also where they are located in Aarhus. Tonight we will focus on INSERT TONIGHTS THEME. But as you can see there are ten other themes. **GET ON FACEBOOK:** socialising and orgs. Now you are a part of WWS and you can contact any of these communities and say that you come from us – then they will take good care of you 😊

19.55: HIT THE GONG – AND VOILA OUT JUMPS THE SECRET GUEST (remember that the host not doing the introduction is supposed to receive the secret guest at the back entrance; offer the guest some water / coffee / tea and makes sure that they feel welcome and know that they can stay afterwards) 😊 after the guest presentation and talk – **SHOW COMMUNITY MOVIES.**

WHAT DID YOU FIND INTERESTING: ask them to talk in pairs about which communities, they liked the best and why. **DO A ROUND / ASK A FEW WHAT THEY LIKED AND WHY**

THE GOUPS: So now we have a small task for you: this means that we have to create some groups. I'll go through all the communities and then you sign up for the ONE you find most interesting.

THE TASK: Now I'll go through the task for you: **UNDERLINE** that you have to send an email

20.30: DIVIDE THE GROUPS IN TO THE DIFFERENT ROOMS make some rounds, making sure everybody's understood the task and the groups are enjoying themselves. After 15 minutes or so

20.45: COFFEE BREAK AND 'HYGGE'WORKSHOP: make sure everything you need is ready, for the gift workshop.

21.10: IN THE END: Please come back through the closet: Plenum round – what did you find out that you didn't know from the movie – how can others join you, if they want to go also

TAKE A PHOTO AND GOODBYE 😊