



Host your own Civic Coffee!

For several years running, [Age Friendly Seattle](#) has hosted monthly [Civic Coffee events](#) in partnership with [The Seattle Public Library](#). These are opportunities for older adults to gather, meet local leaders, learn about key issues, ask questions, and provide feedback.

We hold Civic Coffee events in-person at local senior centers and other community sites around Seattle, with an option for participants to join online. We offer live interpretation during these events in several languages. See past Civic Coffee events [on our YouTube](#). This guide is made for community leaders interested in hosting their own Civic Coffee events because demand for Civic Coffees exceeds our ability to host them.

STEP 1: Identify a location to host your Civic Coffee event.

This should be a place easily accessible to your older adult community, such as an event room in a senior center.

STEP 2: Consult your community.

Gauge topics your community is interested in learning about and times that most people are available. This can be done through conversations, an online form, or an idea box. It is important that the event topic is community-driven so that the event adequately addresses your community's needs.

- Popular topics include: Grief and Loss, Decluttering, Mental Health, Fraud Prevention, Fall Prevention, Chronic Illness Management, Transportation for Older Adults, Social Connectivity, Brain Health, Nutrition and Healthy Diet, and Ageism

STEP 3: Finalize details.

Finalize the location, date, time and live interpretation details of the event. When possible, we recommend offering live interpretation in non-English languages commonly spoken in your community. Language can be a significant barrier to participation for many older adults in our city, so we strongly encourage providing live interpreters or inviting speakers from the community who are fluent in the relevant language(s).

STEP 4: Find a speaker.

You are welcome to email us (agefriendly@seattle.gov) to connect you with potential Civic Coffee event speakers related to your topic. You could also reach out to your existing network or reach out to related organizations.

Email template:

- Hi _____,
- My name is _____ and I work at _____. I work with a community of older adults who have told me they are eager to learn more about _____. I am looking to host an event about this topic at _____*location*_____ on _____*date and time*_____. We are looking for speakers who have related expertise and would be available during this time. Do you have anyone you can refer me to?
- Thank you,

STEP 5: Apply for \$200 from Community Civic Coffee Fund (optional)

If you would like the event to be affiliated with Age Friendly Seattle, you may be able to access a **\$200 e-gift card** from Age Friendly Seattle's **Community Civic Coffee Fund**. This fund aims to support free local events which provide opportunities to older adults to gather, meet local leaders, learn about key issues, and ask questions. The fund can go towards interpretation services, speaker stipend, light refreshments and event location reservation.

Input the details of your event into [our short Microsoft Form](#). We aim to be in communication about approval within the week. If you don't hear from us, feel free to reach out via email (agefriendly@seattle.gov).

STEP 6: Advertise your event!

This might look like posting flyers on local bulletins, sharing the event details via an email list, adding the event to the [City Events Calendar](#), or sharing the event details with local senior-oriented organizations. Make sure to use a large, readable text font and size on promotional materials. Since the process of developing the event was community-driven, you will likely have an easy time getting people to attend once they know about it.

STEP 7: Enjoy your well-planned event.

During your event, enjoy, take photos, and seek feedback to improve future events.

Please contact Age Friendly Seattle (agefriendly@seattle.gov) with any questions about this guide.

Age Friendly Seattle

[Facebook](#) | [Instagram](#) | [YouTube](#)