

The Pondering Pub: Community Blueprint Handbook

Step-by-step guide to community creativity, service, and growth

1. Hosting a Poetry or Discussion Night

Checklist:

- Pick a theme and format (poetry, philosophy, open mic)
- Find a venue (coffee shop, bar, bookstore)
- Assemble a team (host, tech, promoter, social media)
- Make flyers + social posts
- Build a simple schedule
- Run the event + document with photos
- Collect feedback afterward

Template: Sample Event Schedule

Start Time	
Venue	
Tasks that need done + who is doing each:	
Task 2	
Task 3:	

2. Encouraging Members to Publish Artwork

Checklist:

- Host a 'show & tell' night
- Teach basics of publishing
- Help members set 1 short-term publishing goal
- Provide peer review + feedback circle
- Share publishing opportunities
- Celebrate each success!

Template: Personal Publishing Plan

My Medium	
My Project:	
Deadline	
Accountability Partner	
Where I'll publish	

3. Creating a Group Work of Art

Checklist:

- Decide on medium (play, cookbook, poetry collection, mural)
- Pick a theme that represents your group
- Assign roles (writers, editors, organizers)
- Create a timeline with milestones
- Collect and review contributions
- Compile final product
- Host a launch event or release

Template: Group Project Plan

Medium + Theme	
Key Roles:	
Idea Gathering Date	
First Draft Date	
Feedback Session	
Final Compilation Date	
Launch Event Date	

4. Coordinating Charity Efforts

Checklist:

- Pick a cause (housing, hospice, environment, grants)
- Contact an organization to partner with
- Assign roles (coordinator, logistics)
- Schedule volunteer date(s)
- Train + prepare volunteers
- Execute service project
- Reflect, share impact, and plan next effort

Template: Volunteer Project Plan

Type of Service Project	
Partner Organization (if applicable)	
Project Date	
Team Roles	
Reflection Scheduled	

5. Starting a New Pondering

Checklist:

- Choose location + target audience
- Identify the place to meet that will attract others
- Pick meeting time and frequency
- Complete the Roadmap
- Meet with Guild Leadership

Template: Preparing to Launch

New Leaders spearheading the charge	
Venue	
Tasks that need done + who is doing each:	
Task 2	
Task 3:	

Tips for Success (Universal Checklist)

- ✓ Document with notes, photos, and videos
- ✓ Keep communication clear (group chat, emails)
- ✓ Celebrate every achievement (big and small)
- ✓ Reflect often and refine your process
- ✓ Lead by example — energy spreads