



TOOLKIT

NiceBreakers is a series of co-hosted activities and events where trained welcoming ambassadors create a friendly atmosphere and help people connect to one another.

Want to make your event a NiceBreaker? Check out this step-by-step process:

1. Research Other Events

- You don't need to reinvent the wheel! Chances are, there are other organizations, businesses and individuals who are already holding events and would be happy to have newcomers attend. Research other networking and social events happening in your neighborhood and get in touch with them!

2. Reach Out!

- Introduce yourself to other organizations and individuals planning events that you want to partner with. Click [here](#) for an email template you can use to connect!

3. Book Your Nicebreaker Event!

- Pick an event that works for you and your partners; in selecting the events, consider what are the events that you want to go to or which events blanket a diverse range of interests (family events, cultural events, etc.)
- Connect with the organization or individual hosting this event and ask them if they are interested in making their event a Nicebreaker!

4. Adapt Your Strategy to Fit the Event

- Once you have connected with your partner, give them a call to find out how you can best fit in with their event! Each event is different and you want to make sure that you are working with your partner to have a mutually beneficial outcome. Maybe it's an introduction or Nicebreaking activity at the start

of the event, letting guests know who you are and what you are up to; or maybe you have a table with a few activities to connect with people as they enter the space – whatever works best for the event, the host, and you!

5. Get Newcomers in the Door

- Check out our Welcome Hat Toolkit [here](#) for ideas on how to connect with new-comers

6. Be There!

- Find a way to identify yourself – we had our Ambassadors wear [these](#) awesome green t-shirts so they were immediately recognizable and newcomers knew that they had come to the right spot!

7. Break the Nice

- See our Welcoming Ambassador Toolkit [here](#) for ideas on how to break the ice or to train your volunteers to be Welcoming Ambassadors. It helps to have two people present at each event – one person can be there to welcome and one person to facilitate conversation
- Make the Connections! Have ways for people to connect readily available and activities for people to do who might be a little on the shy side (See contact card [here](#) and postcard templates [here](#))

8. Keep in Touch

- Make sure to capture all contact information so you can follow-up with the newcomers to make sure they know they are welcome anytime (see sign-up sheet template [here](#)) and share the contact information with the host organization so they can connect – ask the partner to follow-up with newcomers, so they know they are truly welcome back anytime.

