

Meeting Host Expectations

The primary responsibility of host is to provide a foundation for the group for the day. You do this in three ways:

- 1) Providing for the physical needs of the group, guests and speaker for the day
- 2) Presenting the group with meaningful, well-prepared material
- 3) Allowing yourself to be vulnerable in what you present and how you show up.

The role of the host is five-fold:

- Provide an environment that is comfortable, suitable and free from distraction.
- Provide nourishment for the group for the day. The food should be healthy, energizing and satisfying.
- Provide the audio/visual equipment needed for yourself and/or the speaker.
- Present a host presentation that provides meaningful background on you and your business
- Present an issue, an opportunity or a plan on which you want the group's perspective. It should be something of strategic significance and vital importance to you and/or your business.

Environment

- The meeting room should be able to sit the members of the group (up to 20 people), guests and the speaker comfortably along with any food and refreshments. The number of people in the group will vary depending upon the meeting date.
- The meeting room should be free from distraction and provide a source of natural light.
- Table orientation can vary: In the shape of a U works well; however if space is tight, a conference room style table is fine.

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Food

Breakfast

- Important: Breakfast should include some form of protein – (yogurt, hardboiled eggs, salmon, etc)
- Stay away from continental breakfasts as they are a waste of money and calories. Most members don't eat the sweet pastries and those who do wish they hadn't.
- Yogurt, fruit and granola are a favorite combo breakfast for many members.
- Please provide coffee and tea and water for all day.
- Breakfast should be timed to be ready by 8:00 a.m.

Lunch

- A lunch buffet or sandwiches or sandwich makings and salads or box lunches all work great. Think more salads than chips.
- Please provide soft drinks: (More diet than not) and water for the day.
- Many members relish a cookie with their lunch.
- Lunch should be ready by noon.

Afternoon snack (optional) - Something healthy – fruit, nuts, popcorn

Audio Visual

When you host at your location, you should provide:

- An easel
- Easel pad
- Projector and screen as needed by you or the speaker

Communication

30 days prior to meeting date, communicate the following to chair

1. Name of the location
2. Address of the location
3. Best places to park and cost, if any
4. Name of the meeting room
5. Directions (if needed)