



A host club needs to provide the following:

- A firm date
- An interesting venue for the event that will comfortably hold 35-50 people (standing)
- Decorations and signage at the venue (club banner and Four Way Test banner)
- Snacks, soft drinks and bottled water (reimbursable by District 7390 RMB up to \$15 per person)
- Utensils, glasses, cups, napkins, and any other incidental items
- President or president-elect of the club to welcome everyone to your town/city & club
- The club bell, which the president or president-elect will ring to start & end the event
- Club makeup cards
- Local promotion for the event (club newsletter, website, Facebook, distribute flyers, etc.)

The **District 7390 Southern Tier** in the Greater Gettysburg-Hanover-York area (Groups D & H) Steering Committee will do the rest!!! The Rotary District Steering Committee will handle district-wide event promotion, registration, and facilitate the program after the host club welcome. It also will see to it that catering costs are paid for by the RMB account in the District Treasury up to \$15 per attendee if the Steering Committee brings the wine and beer and up to \$20 per attendee if the venue provides it.

As each RMB meeting is different, these general guidelines may change but the hosting club should not have any costs if they stay within the above general guidelines. Hosting Clubs should consider finding sponsors to lower event costs. These sponsors will have their logos prominently displayed and will be mentioned in event promotional newsletters and will have up to three minutes to talk about what their company does and what differentiates it from competitors. Finally all promotional flyers will be done by the RMB Chair and placed on the RMB website on the Pics & Docs Page of the pertinent Tier.

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## **DISTRICT 7390 RMB NETWORKING EVENT: HOST CLUB CHECKLIST**

### **Pre meeting publicity**

- Flyers
- Announcements at weekly meetings
- Notice in club bulletin
- Directions to event site

### **Venue Needs**

- Empty floor space large enough for 35-50 people to stand in a circle
- Convenient parking
- Quiet room

### **Tables**

- Sign in table with waste basket (with electrical access for computer)
- Food (near electrical outlets for food warmer if necessary)
- Beverage table (for wine, beer, water, soft drinks and an ice chest as needed)
- Display (for brochures and sales information)
- Chairs around the room (not for sitting at during networking exercises)

### **Signage**

- (Outdoors) Rotary meets here tonight (with Rotary wheel for identification as Rotary event)
- (Indoors) Directional signs as needed

### **Food service set up**

- Table clothes
- Napkins
- Cups for wine (plastic or glass)
- Plates and/or bowls (appropriate size for appetizers)
- Forks
- Knives
- Spoons
- Serving utensils (knives, salad tongs, ladles as necessary)
- Punch bowl (if needed)
- Trash receptacles
- Hot plates (as needed)

### **Day of the event**

- Ice
- Wine/Beer (D7390 RMB Steering Committee will provide if venue permits)
- Door prize(s) (optional, although D7390RMB will provide bottles of wine for door prizes)
- Cash box and change (D7390RMB)
- Name tags (D7390RMB)
- Marking Pens for name tags (D7390RMB)
- Put up signs
- Your Rotary Club's bell and gavel
- Makeup cards