

HOSTING MEMO

Thanks for volunteering to be the host for the month of _____. The hosting job is very important as you are responsible for maintaining the flow of the meeting. It is important that the meeting start and end on time. To accomplish that here are a few tips:

1. Try to arrive before 7:15am. Be sure to introduce yourself to the speaker of the day and let them know how the meeting works. Offer them the complimentary coffee and breakfast. Explain that they will be speaking at 8:00 for ½ hour which includes time for questions. **You should get the speaker bios ahead of the meeting so you have them available to read. If you have not received a bio contact the person who scheduled speakers for your month.**
2. Start the meeting promptly at 7:30.
3. If there are new people it is good to let them know what the flow of the meeting will be in your opening announcements (see **Hosting Announcements memo**).
4. Start 30 second intros - It is important to keep people to their 30 second intros or the meeting will run overtime. Use the provided timer to keep track of time. If someone overindulges on time please stop them and remind them that we need to keep the meeting moving.
5. Next, Introduce the 5 Minute Speaker who should also be timed.
6. After they speak have the Greeter draw the number for next week's 5 minute speaker.
7. Take a 2 minute break so people can refill coffee. This time is allotted to stop people from getting up in the middle of the speaker's presentation, it is not meant for networking so make sure you keep it to 2 minutes. **The speaker must to be introduced by 8:00 am for the meeting to end on time.**
8. 8:00 am – Introduce speaker. Make sure you receive their Bio ahead of time and introduce them with their Bio first.
9. End meeting promptly at 8:30 and let people know they can speak with the presenter after the meeting.
10. Thank the speaker and present them with a speaker Certificate of Appreciation which can be found in the hosting bag.
11. Remind the members of next weeks presentation

Thanks again, we appreciate your help!

Useful Information

1. For room set-up requests, meeting cancellations for snow, etc. Contact information for the Danversport Yacht Club: 978-774-8620 (Mike, Heather, Paul) functions@danversport.com
2. Danversport Wifi key (unsecured access, within the building): 0000000001 (nine zeros, then 1)
3. Kitchen is located across the hall. Push open the door and request refills, room assistance, etc.
4. Microphone is provided by DYC and is waiting on head table each week. the base to engage the battery. If batteries fail, ask for help in the kitchen
5. The PA system has power (on/off) and volume controls located to the left of the glassware shelves behind the bar (over the fire extinguisher).
6. Lighting-
Light switches are located to the right of the glassware shelves behind the bar, next to the cash register. There a dozen different light dimmers there, all variously marked. Example: sometimes a speaker would like to dim the chandelier lights for a video or PowerPoint