

Hosting 101

This document is meant to provide tips and tricks as you think through hosting someone to visit your organization. This could be a campus partner, someone providing educational content, a speaker, etc. We want to create the best possible environment for all involved and for you all to get the information you need. If you have any questions, please feel free to reach out to FSL staff.

Scheduling

- Make sure you are scheduling far enough in advance to be conscientious to both parties (usually 2-4 weeks in advance)
- Consider time of day for both members and guests
- If the date or time of the program needs to change, make sure to do so at least 7 days in advance

Space Reservations

- Take the needs of the program into consideration when choosing a space. Do participants need space to move around? Tables to write at? Private space for small group meetings?
- Every person should have a chair or place to sit comfortably during the program. Do not plan to have members sit on the floor as it is not conducive to learning or paying attention
- Take physical accommodations into consideration to make sure members and guests are comfortable
- Include information about parking for any guests

Expectations

- Make sure members know their expectations during the program. Are they expected to put their phones away? Are they permitted to have laptops open? Are their audience participation parts they should be aware of?
- Explain the date, time, and duration of all programs to members. "Tricking" folks into attending educational sessions or speakers by not telling members what is taking place is inappropriate and rude to those who are presenting
- Be sure to be transparent about any potentially triggering or sensitive topics/content that may be covered ahead of time

Technology/Materials

- Connect with the guest beforehand to see what technology they might need (microphone, projector, screen, audio, etc.). Test all technology before starting the program

- Determine who is providing needed materials for the guest. This could include materials for the presentation (handouts, paper, pens, etc.) or for the guest (bottled water, snacks, etc.)
- Have plenty of each material on hand

Timing

- Make sure members are arriving before the guest is scheduled to begin. If the presentation is supposed to start at 7:00pm, members should be in their seats and ready at 7:00, not arriving at the location
- Make sure members know the start and end time of programs and plan to stay for the duration

Follow Up

- Follow up with the guests after any program. Thank them for coming and provide any needed information (attendance numbers, feedback, etc.)
- Talk with your members. What did they like? Not like? What should you do differently next time?

Misc.

- You are responsible for your members behavior while guests are present. Make sure to not only set expectations beforehand but also to follow up as needed
- Assign someone to be the hosts for guests. This includes sharing contact information, greeting them upon arrival, attending meals with them, etc.