



## How-To for Munch and Learn Events

### Steps Before Event:

- come up with idea and brainstorm speakers
- pick a potential date
- invite speakers and confirm date is feasible
- book venue & food
- arrange for a moderator
- write up event description and design a poster
- send out mailing or emailing
- put event on Affiliate calendar
- send speakers confirmation letters and instructions
- purchase speaker gifts
- keep track of registration numbers and write receipts
- ask for speaker bios and write moderator introduction

### Steps During Event:

- set up registration table with receipts
- check projector and microphones are working
- tent cards with speaker names on head table
- upload speaker presentations (you never get these in advance!)
- have a volunteer to advance slides and take pictures
- arrange for someone to take notes for article in Affiliate publication

### Steps After Event:

- send speakers thank you letter
- write up event for the Affiliate publication