



SF Peninsula RMB (SFPRMB) Host Club guidelines

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.
- Snacks, soft drinks and bottled water (reimbursable by SFPRMB 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, FB, distribute flyers, etc.)

The SF Peninsula RMB Development Team will do the rest! SFPRMB will facilitate the program, and see to it that the expenses are reimbursed.

If your club wants sponsor an event, email info@SFPeninsulaRMB.com

Visit <http://www.SFPeninsulaRMB.com> for more information.

SF PENINSULA RMB NETWORKING EVENT: HOST CLUB CHECKLIST

Pre meeting publicity

- Flyers
- Announcement 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 warmers if necessary)
- Beverage table (for wine, 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 cloths
- Napkins
- Cups for wine (plastic or glass)
- Plates and/or bowls (appropriate size for appetizers)
- Forks
- Knives
- Spoons
- Serving utensils (knives, salad tongs, Ladles)
- Punch bowl (if needed)
- Trash receptacles
- Hot plates (as needed)

Day of event

- Ice
- Wine (provided by SFPRMB. Corkage fees are discouraged)
- Door prize(s) (optional, although SFPRMB will provide bottles of wine for door prizes)
- Cash box and change (SFPRMB)
- Name tags (SFPRMB)
- Marking Pens for name tags (SFPRMB)
- Put up signs
- Your Rotary Club's bell and gavel
- Makeup cards