



Check Off List for CABA Hosts After Fives & Coffees

Thank you for your participation as a CABA event **Host**. Following is a list of things to review as you prepare for your event.

- 1) Who is/are your company representatives you want to introduce your company at the event? *(The host(s) will have a total of **2 minutes** to speak about your business. If there will be more than one of you speaking split the time accordingly)*

- 2) Will there be co-hosts? (Note co-host must be CABA members). Having co-hosts is optional. Getting co-hosts is the responsibility of the host but you may check with the Programs Committee for assistance. Please let us know who your co-hosts are ahead of time, as we will list them on the website and in the marketing email that we send. We will keep a list of businesses interested in co-hosting. (It is recommended that there be no more than **four** co-hosts) *(Each co-host has a total of **1 minute** to speak about their business)*

- 3) Have you had a meeting with your co-host(s) to discuss what you all will be serving for your CABA Coffee or After Five.

YES NO

- 4) Do you have a budget? *And have you discussed it with your co-hosts and everyone understands their responsibility and their share of the costs? Please make sure this is clear to avoid any issues after the event.*

YES NO

- 5) Will the event be inside or outside? Please keep in mind during the hot months that it is a good idea to turn the A/C down to accommodate the additional people in your building/office space during your event.

YES NO

If outside, do you have some kind of cover in the event it rains?

YES NO

- 6) Do you have ample parking.... can the lot handle 60-100 vehicles?

YES NO

- 7) Have you contacted your neighbors about the event?

YES NO

You may wish to include them particularly if the event may impact them in any way.

8) Are you planning on sending an email on your own with directions and reminders?

YES NO

CABA puts your event on the website calendar, lists it in monthly news publications, and sends out a marketing email to all CABA members on the **Monday morning prior** to your meeting. We encourage you and your cohosts to send out a CABA group email as well, but please wait until the week leading up to your event, as to not interfere with other CABA events and confuse anyone.

9) Are you planning on mailing out thank you notes or are you using the email system. If you wish to do so, you will get a copy of the business cards from the event.

YES NO

10) Will there be door prizes? This is optional as well.

YES NO

Please remember to have them ready the morning or evening of your event. It is suggested that you have no more than two door prizes per host/co-host.

11) When preparing what you will be serving please note.

- CABA Coffees generally have 50-75 attendees
- CABA After Fives the attendees increase to 75-100+

The scope of the beverages and food is at the discretion of the host and/co-hosts and will depend on the budget everyone participating agrees upon prior to the event? Make sure this is clear to all!!

If you are using a restaurant or cater please use a CABA member.

12) Please have an area set aside **with a table** so that CABA has a place for the greeters for the event. (CABA does not provide the greeters table).

*If you want to set up the greeters outside it would be nice to provide some kind of cover from the sun. **Inside is preferable.**

*Greeters should be arriving anywhere from 15-30 minutes prior to a CABA Coffee or After Five.

*An electrical outlet will need to be available for the microphone. CABA will provide the microphone and speakers for the event.

13) **PLEASE NOTE THAT IT IS HIGHLY RECOMMENDED THAT YOU TURN THE A/C WAY DOWN FOR YOUR EVENT... PREFERABLY A COUPLE OF HOURS PRIOR TO THE START OF THE EVENT... THE SPACE WILL HEAT UP AS MORE AND MORE GUESTS ARRIVE AND WILL BE COME VERY UNCOMFORTABLE.**

Remember it is important to make this event a pleasant experience for your guests!