

# Host Responsibilities



## FACILITIES

- Receive and return materials via FedEx to and from RIA headquarters (RIA swag, sign, fliers, and registration badges for attendees)
- Registration table & staff to check in attendees, including recording onsite registrant contact information for post-event invoicing
- Breakfast/Lunch set up, including tables for food/beverages, trashcans
- Presenter table & chairs
- Tables and chairs to accommodate approximately 100 participants; if possible, some overflow seating available as needed

## TECHNOLOGY

- Wifi access for all presenters/participants
- Extension cords for people to plug in laptops
- Outlet access for presenters
- Microphones for presenters (wireless handheld)
- Projector/screen/audio to display slides/video
- If possible, a dedicated laptop with a slide advance remote that can be used for the duration of the event
- On-site point of contact to assist with tech set-up and troubleshooting, as well as at least one planning meeting before the event
- Confirm if speakers should bring their own laptops (HDMI cable) and/or send them ahead of time to be preloaded onto the host laptop with a clicker to advance slides

## PROGRAM

- Sample Agenda of the day (we work with each host to develop a schedule that runs smoothly):
  - Welcome Remarks – Host
  - Presentation
  - Break
  - Sponsor Presentation
  - Presentation
  - Lunch
  - Facility Tour
  - RIA Presentation
  - Restoration Advocate/Focus Group on AGA Priorities
  - Happy Hour Event (optional)
- Host to provide Emcee to ensure speakers stay on time and work the flow of the agenda
- Make it clear on the agenda how much time the speakers have and allot time for after each session
- Host facility tour (designated tours a couple of times) (45 minutes each (one immediately after lunch))
- Recruit employees to attend the event (complimentary registration is provided to all host employees)

## MARKETING

- Share RIA's event marketing via social media and email to industry contacts (RIA team will market the event through email, social media, and event postcards)
- Personal Outreach: Contact other CEOs in the region to encourage them to attend and participate in the event - utilize business development staff to help outreach
- Use LinkedIn and promote to vendors to share with their customers
- Encourage phone video recording testimonials
- RIA will coordinate and provide a photographer/videographer
- RIA will track RSVPs for happy hour if being held
- RIA will conduct an event survey



Questions? Contact us at:  
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