

How To Schedule A Demonstration Game Or Other Live Game Events...

Step 1: Choose a Venue, and, two dates & times--just in case your first timeframe conflicts with other events at the Venue.

It might help to select a secondary Venue just in case there are no event openings on your first choice. Giving your organizers options will speed up the possibility of obtaining a firm date.

Step 2: Contact the RPG Meetup Organizer with the following information:

- Information from "Step 1".
- Demogame offered.
- Number of preferred players. We can put a cap on the number of RSVPs when we schedule an event.
- Brief summary (no more than five sentences) of the adventure being offered for demonstration.

Step 3: Organizer will contact the venue. When a Venue and date are confirmed, the Organizer will confirm the event by sending out an RSVP Required Event notice.

Only a "Yes" or "No" response will be accepted. Any member who responds with a "Yes" should arrive at the Event as early as 30 minutes but no later than 30 minutes after (at discretion of Host GM), or loose guaranteed seat at the table. Members who respond "Yes" may also want to contact the Organizer to ensure sign-up.

Step 4: Organizers and other group members can assist by printing out event flyers and general group flyers and posting at additional places (i.e.: libraries, grocery stores, comic book shops, etc.). Respond to your own event listing, this lets members know that you will be there for your own event.

Step 5: Host GM can request a customized table tent from the Organizer to print out. Include this with your gaming information. Check on the group website to familiarize yourself with the names of members.

Step 6: EVENT DAY. Host GM will want to Arrive at least 15 - 30 minutes early

- Introduce self to the Venues employees & pick up the sign-up sheet, if one was used.
- As "registered" players approach you during setup, have three highlighter colors on hand, highlight members with one color and non-members with a different color. Only retain the number of combined players that arrive "first". Use the third color to highlight late arrivals, who may be able to join if one of the "current" players need to leave early or has an ER that requires their departure.

Blue = Host GM responsibility
Green = Organizer's Responsibility
Purple = Both, Host GM & Organizer
Red = expected responses from "yes" responders and general group members.

HAPPY GAMING!