

## **GUIDE TO OFFERING A MEETUP WITH THE NORTH SHORE PERMACULTURE GROUP (NSPG)**

***Thank you for sharing what you know with the group!***

We encourage you to share your mistakes and failures, as well as your expertise. Your challenges are valuable for us to hear about, as we are all learning and experimenting with these skills together.

### **BEFORE THE MEETUP**

1. Contact *an NSPG Organizer* about the meetup to discuss the date, time & place and financial arrangements. Also let her know if you need any supplies or AV equipment from the group.
2. Enter a description of the meetup at SUGGEST A NEW MEETUP on the NSPG home page approximately one month in advance. Be sure to include a bio of yourself, focusing on the meetup topic; e.g., how you learned it, why it interests you, etc. Also include maximum number of attendees, cost, potluck before or after, etc. Be sure to include a photo of yourself or one relevant to your topic, if possible. The *NSPG Organizer* will review, finalize and announce the meetup.

If you are unable to enter the information at SUGGEST A NEW MEETUP yourself, forward it to *an NSPG Organizer* with the information described above and we will enter it for you.

3. If your meetup is fee-based, we encourage you to offer a sliding scale fee, so all members who are interested are able to access the class. NSPG will collect the deposit (usually \$5) via a check or online. This helps to insure that those who sign up to attend actually do.

Unless otherwise arranged, we ask that you share at least 10% of your proceeds with the NSPG, more if you feel that is fair and you'd like to. We ask this because we have expenses to meet to keep the group going, and hope that you value this group and the way that we are able to turn out attendees for these events enough to contribute.

### **DAY OF THE MEETUP**

#### *Set-up*

Plan to be at the meetup location at least 1/2 hour in advance to allow ample time for set-up. Setup a donation basket if it is a free event, and permissible at the venue.

### *Check-In*

A list of members who are registered can be printed from the meetup site to check them in as they arrive. Collect any money owed, if it is a fee event, or if it is a free event mention that we appreciate donations to support the group's activities and point out the donation basket.

### *Welcome*

When the meetup is ready to start, begin with a public welcome from you and the NSPG. Include an idea of how the event will progress (will there be a break in the middle or should people hold questions till the end) and logistical details.

### **AFTER THE MEETUP**

At the end of the meetup, count the money received and make a record of the amount. For fee-based classes unless otherwise arranged, 10% of the total collected (including the deposit amount) will go to the NSPG. For free events total proceeds from the donation basket will go to the NSPG.

Contact the NSPG Organizer within 5 days of the meetup to give a report of who attended, how the event went and to discuss the financial details.