Checklist of considerations before committing to hosting a Regional Meeting

**Venue**

* Can you host between 10 – 40 attendees? What would your minimum and maximum number of attendees be? Or do you have a village hall or community centre nearby?
* Do you have sufficient rest room facilities?
* Is your venue accessible?
* Can you offer the attendees a tour of your charity during the meeting? If yes, plan how this would work, how many colleagues would you need to take small groups around/how large a group can be taken around at one time/where within your charity would you show them?
* Do you have capacity to show a presentation on a screen?
* Plenty of seating and a standing area?
* Space for a welcome desk?

**Facilitator/Host/Administration**

* Who from your charity can manage the organising process: emails coming in from attendees, badges, any presentations, contacting guest speakers?
* Who from your charity can facilitate/host the meeting and arrange guests speakers and invite one of the team from The Almshouse Association?

**Catering**

* Do you have catering facilities – can you cater for allergies? Are you able to cover the cost of this?

**Disabled access**

* Is there disabled access – to the function room/parking/restroom?

**Travel & Parking**

* Do you have parking?
* Do you have blue badge parking?
* Is there a public parking close by?
* Is there public transport nearby?

**Cost – in time/resource/catering**

* Are you able to cover the costs of running a Regional meeting? The time commitment from the charity and the catering?
* An estimated budget is in the region of £5.00 per head if you are planning to have a light lunch snack as well as teas and coffees.