Hosting your meeting.

* **Always complete a risk assessment**: before the event and keep a log of any risks. A template risk assessment can be found here xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
* **On the day, make sure you have enough of your colleagues** **to support you** and also help manage the registration process.
* **Include a feedback form for your guests to complete:** please see our template which can be found on our website at: xxxxxxxxxxxxxxxxxx, as an example.
* **After the event: always send a ‘thank you for attending’** email to attendees with any comments.
* The feedback we have received from Regional meetings is always so positive, all those who attend thoroughly enjoy their day and appreciate the time involved from a host charity in making it happen.
* The Almshouse Association would really appreciate knowing the numbers that have attended your Regional Meeting and which charities they are from. If you could make time after the meeting to send this information to Admin [admin@almshouses.org](mailto:admin@almshouses.org) that would be really appreciated.
* We would like to share any photos you take at your Regional meeting on our website/social media, please do share with us!