Managing Attendees replies  
Contact presenters to finalise details  
Organising catering

* **Manage replies to Regional Meeting invite:** Always send a thank you response and confirm their place/s at the meeting. Let them know you will send the final details before the event. Chase up any contact names/titles they may have omitted to include and any dietary or mobility needs. A few days before the event, send them a final confirmation email repeating all the details and providing contact numbers for the day in case they are late or lose their way.
* **Create an attendee list which should include:** Their names, titles, charity names, dietary and mobility needs, and if they would like a tour or a personal consultation. You will need this for registration purposes on the day of the event.
* **Contact your presenters to firm up the logistics for their presentation/talk:**
  + Timings of their piece
  + Are they providing slides?
  + Are they bringing handouts?
  + Are they staying for lunch? Dietary requirements?
  + Are they able to attend the tour of the charity?
* **Organise catering:**
  + If organising a local caterer, check when they would need final numbers by, and check they can accommodate any dietary requirements.
  + If organising your own catering, please be mindful of health and safety regulations.
  + Confirm what refreshments and catering you can offer, realistically:
  + Refreshments on arrival?
  + A light lunch?
  + Afternoon refreshments?
  + Costs/Budget?
  + What space will you need and if you have a caterer, when will they need to access the room?
* **Name badges:** Some host charities like to supply name badges for attendees detailing their name and the name of their charity. This is completely up to you. You can provide sticky labels that attendees can write their own names on, if necessary.
* **Keep a record of those that would like to attend a tour of your charity,** if you are offering this on the day, and organise a time to complete the tour after the event.
* **Keep a record of those who would like a private consultation with The Almshouse Association,** if offering this option, and advise The Almshouse Association of this in advance of the meeting.