

## HOSTING A GREAT DEBATE – ORDER EVERYTHING ON THE MENU FOR SUCCESS!

### **Starter**

#### Topic

*Current, relevant, interesting, different*

#### Venue

*Size, location, image, price*

#### Speakers

*Opinions, respect, ability, gender*

#### Format

*Debate, presentation, moderation, Q&A*

#### Attendees

*Promotion, targeting, networks, registration*

### **Main**

#### Host it

*Welcome, technics, water, introduction*

#### Own it

*Message, branding, flyers, flags*

#### Share it

*Facebook, twitter, photos, report*

#### Meet

*Network, cards, flyers, sign-up list*

#### Recruit

*Recruit, recruit, recruit, recruit*

### **Desert**

#### Thank

*Speakers, attendees, the venue, your team!*

#### Follow-up

*Personal, professional, emails, report*

#### Reflect

*Successes, failures, discuss, learn*

#### Plan

*Meetings, strategy, contacts, goals,*

#### Grow

*Recruit, recruit, recruit, recruit!*