

## **GetYourBellyOut's local meet hosting guide**

Thank you for considering hosting a local meet up on behalf of GetYourBellyOut. To help you, we've put together some helpful tips.

### **Choosing a venue...**

When selecting a place to meet, there are a few things to consider to make the experience as enjoyable as possible for all.

Cafe's, restaurants or bars are always a great choice, as these offer a varied menu with a wide range of choice for anyone that may have any allergies or limited diet due to their IBD. They also provide toilet facilities, which is another non negotiable when it comes to making attendees feel comfortable with their surroundings, adding to the overall experience of their day with you. Think - is your chosen venue easy to find / get to?

### **Selecting a time & date...**

Give guests plenty of time to plan ahead and pencil your date into their diaries. Consider which day might be most suitable to those wishing to attend - week day evenings and weekends usually work out well. Whittle down a few dates and let guests decide what works best for them - don't give people too many options as it is unlikely you'll be able to accommodate everyone.

### **Create an event page...**

Don't fret, we are on hand to help you with this step of the process! So once you have full details of your event to hand, let us know so we can help you promote your gathering. Advertise, advertise, advertise. An event page is also a great way of keeping guests updated/informed of any changes along the way.

### **How will your guests know who to look out for?**

When hosting a meet, it can be daunting for people to come along when they might not know anyone. To help your guests feel comfortable, try wearing purple, putting a poster on the table or picking out a corner of the room to meet at.

## Hosting checklist

Use the following quick and easy tick list to ensure you've aware of all the different elements involved in tackling a successful local meetup...

- Choose a venue**
- Is there a varied menu for dietary needs?**
- Are there plenty of toilet facilities available?**
- Is the venue easy to find / get to?**
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- Selecting a date & time**
- Have you given plenty of notice?**
- Is it on a week day evening or weekend?**
- Allow guests to select which date works well**
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- Create an event page**
- Have you told us you are hosting an event?**
- Did you give us all of the event details?**
- Have we set up your event page?**
- Did you promote the event?**
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- How will your guests find you?**
- Wear purple, put a poster on the table or tell guests to meet you in a quiet corner of the room**

Most importantly, accept that there may be several people that may have to drop out last minute due to their ill-health. Your meet up could be smaller than originally hoped due to this, but it will be just as impactful for those who are able to attend.