

IGNITE Alumni Network Guide to Hosting a Social Event in your Community

Connecting politically ambitious alumni across the country and helping develop their social network is a key programmatic goal of the Alumni Network. Hosting a social mixer is a fun way to bring everyone together and keep them engaged in IGNITE programming. Thank you for stepping up to host!

Hosts should utilize this guide to help make their event successful.

1. Decide you want to host an event! If you're reading this guide, you likely already decided to host an event. You're off to a great start!
2. Complete our 'Host an Event' form. <https://goo.gl/forms/E2EUdYxFDvKX6RDs2>
3. Schedule a call with an IGNITE team member to discuss your event. After completing the 'Host an Event' form, someone from IGNITE will contact you to schedule the call. This person will serve as your IGNITE contact throughout the process.
4. Settle on the logistics for your event: date, time, and location. If you're hosting at a public venue, you'll want to negotiate details with the facility's staff (ie. make a reservation at a restaurant or book a space at your office).
5. Invite your guests and promote the event through multiple channels. Once your details are confirmed, your IGNITE contact will help you develop a publicity strategy. We will share the event on our social channels and in our newsletters. We can also advise you on your personal outreach strategy.
6. Make financial arrangements for food and beverage with your IGNITE contact. You can make a personal donation to IGNITE by covering the cost of food and beverage for your event. Or, IGNITE can provide light food and beverage for your guests.
7. Communicate regularly with your IGNITE contact and your guests at the appropriate times throughout the process.
8. Take lots of photos at your event!
9. After the event, follow up with your IGNITE contact to share details and photos.

If you have additional questions or concerns, please contact IGNITE's Alumni Network Manager, Whitney Thomas at whitney@ignitenational.org.