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## **Host Packet**

### **Agreement as Host**

As a host of a PDX Poly Community event you are agreeing to uphold our standards specified below ("What We're About", Boundaries, etc.). You are also asked to check in every other month or so with any one member of the leadership to let us know how your event is going and what we can do to help out. Please inform us of any situations or persons of concern that we should be aware of ASAP, using the incident report form found [here](#). If you find yourself handling a community situation in which you are not comfortable performing your duties, or recognize that there is a conflict of interest or heightened emotions, please escalate the situation to the Valkyrie response team at [Valkyries@opennorthwest.org](mailto:Valkyries@opennorthwest.org). You are also responsible for keeping track of any dues or fees collected and filling out a post event report within 48 hours of the event. The post event reporting form can be found [here](#). Please also keep track of the actual attendance for your events in the notebook, or on the cash box tracking sheet. We suggest keeping some cash on hand in the cash box in small bills for change purposes. If you are running low on the necessary bills, let the Event Host Coordinator know.

### **What We're About**

We have created this Meetup group to help expand the Polyamorous & Ethically Non-Monogamous community. We try to create and foster an environment where individuals of all identities can come together to learn more about the local Polyamory/Ethical Non-Monogamy community, and find supportive social groups.

### **Boundaries**

Our members respect the boundaries of others. While events we run are definitely fun and flirty, our members are not to be pushy or creepy. This means:

1. Respect physical boundaries. Some people enjoy hugging or light touch freely and others are more selective. If you're in doubt about whether or not your touch is welcome please ask. Do not assume.
2. Ask once. If someone sets a boundary or states they do not want to give you their contact information, that answer holds. Do not ask again.
3. Respect soft boundaries. If someone seems reserved about engaging with you, physical contact, or giving you their contact information treat this as a no. Respect personal space and be aware of body language. Please act accordingly.

PDX Poly Community has been lucky to have respectful members who are not creepy or pushy but it is important to know that members will be asked to leave if they fail to respect the boundaries of others. Please bring it to the attention of a host or volunteer if you feel

uncomfortable or if you think someone else around you is not having their boundaries respected.

### **Staffing requirements**

As a rule of thumb OPEN Northwest tries to staff each event with at least 1 host/co-host per 20 folk attending the event. I.E an event with 60 folks RSVP'd should have at least 3 hosts working the event.

### **Cash boxes and supplies**

After the initial setup, supplies can be requested from the Treasurer via email at [treasurer@opennorthwest.org](mailto:treasurer@opennorthwest.org) or bought using petty cash. All receipts need to be turned in for cash purchases. All cash disbursements must be made in accordance with OPEN NW's cash management policies as documented in the organization's Accounting Policy and Procedures Manual.

Common items that hosts need to stock:

- Sharpie pens
- Name tags
- Small notebook/tracking sheet for:
  - Attendance at events (# of people)
  - Fees collected
  - Cool ideas!
  - Issues that need to be brought to leadership attention
- Envelope for cash pickups

### **Statements and Announcements for Event**

The statement for each event can be altered to reflect your particular event. Points we would like emphasized:

- Inclusiveness of group
- How to and who to reach out to in case issues arise
- Other events put on by our group (please check Meetup for current dates)
- How money is being spent: Nametags, pens, Meetup fees, venue fees
- Encourage donations as they help sponsor others who can't pay full amount
- If money is only obstacle to attending event, please still attend, just reach out to host in advance
- Facebook Closed Group (If want to join, Point them to <https://www.facebook.com/groups/1010025315713303/> )
- Other awesome groups/events to share?

Hosts should post “tickler” announcements for their events on Meetup and/or Facebook one week to three days prior to the event to allow members ample time to update or revise their RSVP's as needed. These “tickler” announcements also serve a promotional purpose to encourage attendance.

The following policies were adopted as guidelines to help you run your event as an event host. Any violations of the policies listed below should be reported to a member of the leadership team immediately so appropriate corrective action, if required, may be taken. This is especially important where personal safety or liability issues may be concerned:

### **RSVP Check-In Policy**

It's important for our members to be able to see who will be attending events in order for everyone to make informed choices about which events they would like to attend. Hosts have a lot on their plate to keep track of, and we don't necessarily require that they check Meetup's RSVP List. As they are able, hosts should check with guests by asking if they RSVP'd. Remind any members that did not that it is important for them to do so in the future. If it becomes a problem with a member, an incident ticket will need to be made.

If the specific event cannot accommodate walk-ins or if the Host deems the walk-in inappropriate, they should turn the attendee away, refunding their event fee.

### **+1 Policy**

Along the same lines as the RSVP Policy above, if attendees would like to bring a non-member to an event, they are welcome to add +1 or more to their RSVP. Immediately after this, we would appreciate it if our members were to post a comment with the name(s) of the attendees they will be bringing. Members should refrain from using the +1 feature to add another member to an event, they must register themselves. The +1 feature should only be used for new folks. After they try an event, they should consider joining our Meetup group themselves if they would like to continue participating in the events. It's important for our members to know who will be at a given event so that they can make informed choices of which events they would like to attend.

### **Carpool Policy**

Due to liability concerns, we cannot offer ride sharing. If attendees would like to offer carpooling to folks of their own accord, they may feel free to do so prior to showing up at any rendezvous point for the event; **hosts cannot offer rides to our members**. All ridesharing should be arranged prior to the event.

### **Walk-in Policy (for events that are in public spaces)**

This event occurs in a space that is open to the public. Because of this, there may be individuals who choose to participate in our event that are not members of our community and we cannot prevent them from doing so. Hosts will communicate our community conduct expectations and encourage them to join our meetup to attend future events. Your safety and comfort is important to us. Please contact a host or submit an incident report if you encounter issues or experience discomfort.

### **Final Word**

Thank you again for volunteering to help host events for our community. If you have any questions at any time, please feel free to reach out to our Event Host Coordinator via email at [EventCoordinator@opennorthwest.org](mailto:EventCoordinator@opennorthwest.org). Also, links to all the files you might need as guidance

and resources for running your event can be found at [Volunteer Resources – OPEN Northwest](#). Thanks, and good luck!