

Co-Host - Physical Meetup

Co-hosts can make the meet-up more productive and comfortable; the host can perform much more efficiently.

If a Co-Host is available, the host can be relieved from many activities so that he can concentrate on the main agenda of the meet-up and attend to the participants without much disturbance.

- Co-hosts/s can join the planning and preparing sessions to help the host.
- Collaborate with the host for publishing the 'Announcement Post' and submitting the application ('Host a meet-up') for the formal meet-up approval of the Connect.
- During the meet-up, the co-host can greet and welcome the guests coming in, enabling the host to attend to the participants and concentrate on the main topic/agenda of the meet-up.
- I suggest having a co-host from the local area so that the co-host can guide the LGs who are trying to locate the exact meet-up point can be guided better.
- In case the host is slightly late, the co-host can take care of the attendees.
- Once the meet-up starts, the co-host can circulate a paper (with a pen) so that the attendees can add their usernames.
- The co-host can give the same paper to the new joiners/latecomers to add their Usernames.
- The co-host can share the Google Photo Album Link with the attendees (while the meet-up runs) and request them to add the photos to the album.
- The co-host can also take photos of LGs and the location during the meeting.
- The introduction of LGs is important to keep their morale high - keep a time slot; the co-host can read their names from the Username List.
- A lot of success lies in promoting and reminding the attendees about the meetup; co-host/s can join the host in these responsibilities - surely avoid flooding of reminders.
- Assist the host in preparing the RECAP (selecting the photos, screenshots, videos, creating a Banner, etc.)
- Also, assist the host in case of any unexpected situations like postponement of the meet-up, change of location, last-minute changes, etc.

Important: Plan and prepare for the event well before the meetup - there should be full clarity of sharing of the '**Roles and Responsibilities**' of the host and co-host/s, from planning till concluding the RECAP.

Note: if possible, try to select one of the co-hosts who has a fairly good idea of the meet-up location; this helps the co-host guide others to reach the exact gathering point.