

RWN Free Networking and Meet & Mingle Event Questions and Answers

Co-Chairs of the Free Networking Event:

Natalie Grace: gracefulbodyworks@gmail.com or (646) 246-8696 OR

Christina DeGross: cdegross@completepayroll.com or (585) 313-6938

What is the Free Networking Event?

The Free Networking Event is an opportunity to showcase your business to RWN members and guests through the invitation e-blasts, literature distribution, RWN calendar of events, hosting people - virtually, at your location to showcase your space/business or combined with Meet and Mingle at a location chosen by RWN.

How does the event work?

The event is 90 to 120 minutes in length from 5:30pm to 7/7:30pm. The co-chairs will initiate a networking activity. Some RWN announcements will be shared. The sponsor will have 5/7 minutes **maximum** to promote his/her business. The sponsor is encouraged to collect and share business cards to generate and promote his/her business with participants during and after the event. A roster with contact information will be furnished after the event if requested.

Who do I contact to express interest?

Any interested RWN members must contact **Natalie Grace** (gracefulbodyworks@gmail.com or (646) 246-8696) OR **Christina DeGross** (cdegross@completepayroll.com or (585) 313-6938)

What is the cost to sponsor?

Once a date of the event is agreed upon, the cost of the event is \$50 if the sponsor supplies refreshments and hosts at their location. For Meet & Mingle and other events where location and food is supplied by RWN, the cost is \$150. For Virtual only, the cost is \$75. To complete the process, the sponsor should visit the RWN website @ rwn.org to complete the 'Sponsorship Request Form' found in the 'Forms' drop-down menu. After submitting the form, your invoice will be sent directly to you for payment.

What type of food should I bring?

Snacks or munchies are best. Bottled water is preferred. The sponsor supplies paper goods and utensils. Keep it simple. Please take any remaining food home with you. *Refreshments will be supplied by the sponsor if the event is held at a location other than RWN.*

How many people attend the event?

The event generally draws 30 participants, but your e-blast is sent to the entire membership list!

How do I promote my business?

Tell participants about your company and what value it may offer to clients. Mention any offers, classes, promotions, or other information that would highlight your business.

Is technology available? Depends on the type of event and location selected

For in person events, Sponsors may bring a computer for visuals. Consider supplying pens, pencils, brochures, catalogs, display items and any other materials that highlight your business. For Virtual events, RWN will facilitate.

Housekeeping

For an in-Person event, please plan on arriving **30 minutes ahead of the event** to set up and plan on staying **30 minutes afterwards** to clean up. The co-chair(s) may assist you and give suggestions as to room set up for best networking results. Sponsors are encouraged to view the RWN facilities ahead of time. For Virtual only, please sign on **15 minutes** prior to event.