



Event

- Welcome
- Networking
- Goodbye

Next meetup

Thanks to sponsors

Next related conference/meetup

One hour before

Order food/drinks

Prepare introduction slides

Host arrives venue

Print/prepare feedback forms

Prepare badges

On the day

Print attendee list for reception

One day before

Check speaker has projector adapter

Check speaker is OK

One week before

Find a topic/speaker

Announce the speaker/topic

Agree on a date

Announce the date on site

Attendees

Technical Evangelist

Check conference guest speakers from US/EU

MVPs

Similar Meetup Speakers

Attendees' companies

Other meetups' venues

Companies in process of growth/recruitment

Find a venue

Announce the venue

Find sponsorship food/beer/security

Announce on site

Annual sponsorship

Venue host

One month before

Two months before