Event Playbook

Networking Events

You have in your hands the proven keys to simplify and improve your networking events, whether you're a Networking Event Organizer, Coordinator, or Industry Professional.

With this playbook, you'll create business-boosting networking events that:

- Allow industry professionals and guests to connect and build new relationships and fill out their calendars with meaningful follow-up meetings.

- Keep everyone up to date with the latest industry trends, and open up conversations that drive future opportunities.

- Maximize your organization's reach through impactful events that grow guests' professional lives.

You're about to discover Remo's full potential to let you deliver engaging experiences easily. Specifically, you're going to master the Run of Show feature, which will help you stay organized and focused on ensuring your event runs without glitches or hiccups.

Run of Show

The Run of Show is a behind-the-scenes tool that can help you track your agenda, event actions to be taken, and who's responsible [Person In Charge or PIC].

Copy the sample Run of Show template below to build one for your own event.

Of course, you'll want to customize the Run of Show for your event. As you do, keep in mind the key elements of a networking event:

- **Open Networking** – Letting your guests freely mix and mingle with the industry professionals is a highlight of every event.

- **Speed Networking** – Have your guests interact and meet with new contacts through a series of focused accelerated exchanges.

- **Dynamic Presentations** – Let your speakers and audience connect over lively talks around trending industry topics.

Sample Run of Show

Time	Agenda Item	Action Note	Action	Remark
10:02 am	Mingle	PIC sends welcome message for guests	Send Announcement	SAMPLE ANNOUNCEMENT: "Welcome to the [Title of Event] Networking Event! We're very excited to see so many people here today."
10:05 am	Mingle	PIC welcomes guests & announces the switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: "Welcome to the [Title of Event] Networking Event! We will be starting in just a few minutes, so feel free to network with the other guests until then."
10:08 am	Mingle	PIC announces switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: "We'll be starting in 2 minutes!"
10:10 am	Welcome & quick orientation by host	PIC turns on presentation mode	Start Presentation*	*Make sure to choose the "Start in 30 Seconds" option, so guests get a few seconds to wrap up conversations
10:30 am	Speed Networking Session #1	PIC turns off presentation mode	Stop Presentation	
10:31 am	Speed Networking Session #1	PIC sets timer	Add Note	SAMPLE NOTE: Set timer for: Number of Sessions - 5 Duration per session - 6 mins Break between sessions - 1 min* *Halfway during each break, use the Shuffle Guests feature to randomly move guests around or send announcements if guests are to move by themselves.
11:05 am	Speed Networking Session #1	PIC announces switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: "Our next presentation will begin in 1 minute. Please wrap up your conversations."
11:06 pm	Speaker Presentation #1	PIC turns on presentation mode	Start Presentation*	*Make sure to choose the "Start in 30 Seconds" option, so guests get a few seconds to wrap up conversations
11:45 pm	Open Networking #1	PIC turns off presentation mode	Stop Presentation	

Sample Run of Show (continued)

Time	Agenda Item	Action Note	Action	Remark
12:15 pm	Lunch Break/ Open Networking	PIC announces lunch break	Send Announcement	SAMPLE ANNOUNCEMENT: "We'll be taking a 45min break for lunch. This event space will remain open during this break, so feel free to stay here and mingle with other guests. We will return at around [lunch end time]."
12:55 pm	Lunch Break/ Open Networking	PIC announces 5 minutes to switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: "We will return in about 5 minutes for more networking and presentations."
12:59 pm	Lunch Break/ Open Networking	PIC announces 1 minute to switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: "Our next presentation will begin in 1 minute. Stay tuned!"

While this sample Run of Show details a half-day networking event with just one presentation and two networking sessions, you can easily duplicate the above to suit your event's needs. Simply extend this agenda and Run of Show for a full-day event and add speed and open networking sessions, as well as speaker presentations as needed.

> When ending a Presentation and returning to Conversation mode, make sure to inform your guests about the following:
> - What to do during the break.
> - How to move around.
> - How to check out the whiteboards and resource links.
> - When the next Presentation session begins.

Summary

With this easy-to-replicate Run of Show, you're all set for a lively and dynamic networking event.

Through an easy virtual format, you'll provide opportunities for meaningful connections to thrive, informative and interactive sessions with experts, and those invaluable serendipitous hallway conversations.

Talk with a sales expert for a first-hand look at how Remo can help your organization to build great guest experiences.

Schedule a meeting with a Remo Team Member

OR

Join the experts who pioneered these tools and guidelines in the vibrant, rapidly evolving laboratory of the Remo Revolution Community. You'll find out what's working right now that you can use in your events immediately.

Take me to the Remo Revolution Community