remo

Event Playbook

Membership Meetings

You have in your hands the proven keys to simplify and improve your virtual membership meetings, whether you're a Professional Association or a Non-Profit Association.

With this playbook, you'll be able to quickly create events that attract and retain a membership that's hungry for your events all year-round.

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 is responsible [Person In Charge or PIC].

Copy the sample Run of Show 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 membership meetings:

- **Open Networking** – Letting your members mix and mingle is a highlight of every event.

- **Membership reports and updates** – Keep your members up-to-date with the latest organization or industry news.

- **Presentation/Panel Discussion** – Share valuable and insightful content that members can use in their everyday activities.

Sample Run of Show

Time	Agenda Item	Action Note	Action	Remark
9:02 am	Mingle	PIC sends a welcome message to guests	Send Announcement	SAMPLE ANNOUNCEMENT: "Welcome to the [Title of Association] Membership Meeting! We're very excited to see so many people here today!"
9:06 am	Mingle	PIC welcomes guests & announces the switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: "Welcome to the [Title of Association] Membership Meeting! We will be starting in just a few minutes, so in the meantime, feel free to network with the other guests and speakers here today.
9:08 am	Mingle	PIC announces switch to presentation mode	Send Announcement	SAMPLE ANNOUNCEMENT: "We will be starting in 2 minutes!"
9:10 am	Quick event 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
9:20 am	Call to Order			
9:30 am	Changes to Agenda			
9:40 am	Approval of Minutes			
9:50 am	Membership key updates and reports			
10:09 am	Introduce Guest Speaker(s) #1	PIC invites the guest speaker(s) to stage	Add Note	SAMPLE NOTE: [PIC] invites [Name of Speaker] to the stage
10:10 am	Guest Speaker(s) Session #1			

Sample Run of Show (continued)

Time	Agenda Item	Action Note	Action	Remark
10:40 am	Live Q&A			
10:50 am	Closing Remarks	PIC removes the guest speaker(s) from stage	Add Note	SAMPLE NOTE: [PIC] removes [Name of Speaker] from the stage
11:05 am	Adjournment	PIC turns off presentation mode	Stop Presentation	
11:10 am	Open Networking			
11:30 am	Event Ends			

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 smooth event.

Through an easy virtual format, you'll be providing stimulating speaker sessions, practical membership updates and reports, and those valuable serendipitous hallway conversations.

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