



## HOSTING A CBO MEET & GREET TERMS

### Host an event in your area!

1. **Find a space.** Church, coffee shop, etc.. The event doesn't have to be huge.
2. **Reserve the space** and complete any necessary paperwork/permits.
3. **Share the event details with us** so that we can promote. Loman Creative Services will promote your event for you via social media.
4. **Spread the word about your event**, using social media, email, and flyers in local businesses and churches. We will print out 50 flyers for you to start!
5. **Create a Facebook event** for the event, and continue to promote it on your personal channels in the days leading up to it. Encourage your friends to share it as well!

We will also promote via Facebook event. Keep in mind, your friends know YOU!!!

6. **Identify 1 compelling speakers from your community.** Local elected officials, faith leaders, activists, doctors, and nurses are all excellent options.
7. **MC as a host:** You have the option! We, Loman Creative Services, can MC or you can as the host. You definitely have the option.
8. **Rent sound equipment (if needed)** from a local audio-visual company, or borrow a megaphone. That's totally up to you. It's not needed. We desire you to save cost

as much as possible.

9. **Create an interactive space for individuals to share their Christian Business.**

10. **The event structure: ALL CBO Meet & Greets have an opening prayer, meet & greet (networking), food and Talk Show Segment which is 20 minutes. As a host, you are responsible for the food expense. To save cost, we suggest light refreshments. The rest of event is based on your creativity. With the Segments, we like to talk about topics that we will have at the annual CBO Business Summit. The goal is to build awareness and registration for the CBO Business Summit.**

**ALL TALK SHOW SEGMENTS WILL HAVE GUESTS FROM THE AUDIENCE. Having your company's name as the host also builds your brand! Make sure that the event space has enough room for 2 vendor tables. One for registration for the CBO event and one for The Talk Show Panel Host.**

11. **Arrive early at the event.** Greet speakers and make sure they are prepared. It's your event!!! We will be there to support!!!
12. **Take lots of photos**, and follow & tag us on Facebook at @cbofellowship.