

ADRP Regional Event Toolkit

Each year, ADRP volunteers host regional events as a way to bring together donor relations and stewardship professionals to network, inspire, and learn about best practices within the profession. Regional events are held in various locations across the United States and Canada, serving as a platform to connect with professional in your area. These events can only come to fruition through the hard work of our volunteers. With support, guidance, and approval from ADRP, volunteers create successful regional events and programs in a variety of formats.

Types of Regional Events

Coffee Meet-up or Happy Hour	10 – 25 guests who meet for networking and discussion.
Breakfast or Lunch Roundtable	25 – 50 guests at a breakfast or lunch event. Can include a presenter or roundtable discussions.
Regional Workshop	50 – 100 attendees, with 3 – 4 speakers and a panel or information roundtable discussions.
Regional Conference	One or two-day event in your town with multiple speakers. Intended to create lasting connections with your colleagues.

Event Considerations

Date	<p>The ADRP Office will work with you (the regional event host) to help schedule a convenient date that does not interfere with previously scheduled ADRP offerings. ADRP can accommodate two regional events per month, with no more than one event per week. Regionals may not occur within six weeks of the ADRP International Conference on either side.</p> <p><i>Smaller networking events such as a coffee meet-up or happy hour may be scheduled at the volunteer host's convenience for the purpose of networking regarding of the date's proximity to the Annual Conference.</i></p>
Budget	<p>The ADRP Office will work with you to create an event budget. It is very important to consider all costs (linens, audio/visual needs, service fees and taxes, etc.) when creating your budget. Income such as registration costs should also be factored in.</p> <p>The ADRP Office holds final approval over all event costs and will make budget modifications and suggestions to help guide the creation of a finalized budget. Regional events are expected to turn a profit in order to help support many of our free member benefits, such as our webinar series.</p>
Venue	<p>The ADRP Office will help you establish a venue appropriate for the type of regional you are interested in hosting. We recommend using the institution of the volunteer host or other public space deemed appropriate and determined to fit within the constraints of the event budget.</p> <p><i>Smaller networking events may be hosted at a local restaurant or gathering space as long as the space does not detract from the ADRP brand.</i></p>
Program	Regional event volunteers are responsible for identifying all necessary segment presentations, including keynote and breakout

	speakers, and/or panel session hosts. Proposals for speakers must be submitted to the ADRP Office for content and budget approval. Hosts will be provided with ADRP-branded presentation slide templates that all presenters may use.
Catering	The ADRP Office will work with you to determine a reasonable catering plan and budget. Depending on the length of the event, ADRP will financially support all reasonable costs for breakfast, lunch, and/or reception fare. All food selections must provide options for special dietary needs (e.g. vegetarian, vegan, gluten-free, etc.) as needed.
Speakers	Speakers at ADRP Regionals receive free or discounted registration, depending on the size and cost of the event. As a regional host, you may know one or two of your speakers already – but the ADRP Office can help solicit proposals from other individuals who may be interested in speaking at this event. Please be sure to factor speaker discounted registration into budget totals.
Sponsors	Sponsors and exhibitors are an excellent to help vendors connect with attendees and to bring help committees bring in some extra money for regional events. We recommend not offering sponsorships for events with fewer than 50 attendees. If you decide to solicit sponsors, the ADRP Office will help you with this process.
Contracts	<p>All contracts must be approved and signed by the ADRP Office. Event volunteers may not enter into a contract on behalf of ADRP, nor should they personally enter into a contract for an ADRP-sponsored event.</p> <p>If a venue requires a deposit, provide the contract and pertinent information to the ADRP Office, allowing at least two weeks for the deposit to be paid.</p> <p>If a venue requires event liability insurance, provide the pertinent information to the ADRP Office, allowing for at least month for the insurance contract to be purchased.</p>
Post Event	Volunteer hosts are asked to produce a brief summary following their regional event highlighting key take-aways and success stories. This information will be shared with the greater ADRP community via social media and/or the Hub Newsletter.