

## **Downtown Lowdown Host Guidelines**

### **1. Space Requirements:**

- **Date & Time:** Confirm availability on the agreed-upon date and time.
- **Space Setup:** Designate an area with adequate space for attendees to mingle and converse comfortably. Have an area or table for Downtown Temple for sign-ins and information.
- **Seating:** Provide a reasonable number of chairs to accommodate guests who may prefer to sit.

### **2. Refreshments:**

- **Appetizer Offering:** Provide at least one complimentary appetizer that represents your venue well and is easy to serve to a larger group.
- **Drink Option:** Offer each attendee one complimentary drink. This can be a house special, wine, beer, or a non-alcoholic option, depending on your establishment's offerings.

### **3. Host Responsibilities:**

- **Point of Contact:** Designate a host or staff member as the main contact during the event.
- **Introductions:** Prepare a brief introduction or welcome message if desired. This is optional but a nice way to connect with attendees and showcase your business.