



What the host provides:

Catering: This can range from sandwiches, to a sausage sizzle to finger food. Beverages usually consist of beer (light and full strength) wine and soft drink. This may be presented in a buffet, serve-yourself layout or be served by your own caterers or staff.

Optional: A lucky door prize (as many as you choose) and a container for business cards that can be left at reception.

The host may give a brief presentation on the business, product or service. This should be kept simple, easy to remember and with limited jargon and “sell the sizzle and not the sausage”. Ideally, the presentation should take no longer than 10 minutes. This may involve a video or demonstration of the product/service.

Optional: A Tour of the facilities: This is usually best when the group is divided into smaller groups. Either all leaving from different points at the same time or each group leaving in short succession, so the overall tour time is no more than about 20 minutes.

Interactive displays or product samples for guests to “play with” are ideas hosts may consider to add to the evening.

Sample Bags or promotional information for guests to take on departure.

The host should also provide a registration table for guests.

Post event

Local media is almost always represented at these functions. The Weekly Times and The Cumberland “Northern District Times” attend most events. You are welcome to invite or arrange your own Public Relations for this event.

Media and publicity

We will produce a pictorial summary of the evening for our website. This is usually up within 48 hours of the event. Any additional information you might like to provide will be welcomed. 2005 will see the introduction of the new quarterly hardcopy newsletter and it is envisaged, each addition will carry a brief story about the RBF events with a profile on the host organisation.

We will have our own photographer on hand. All photos taken remain the property of the photographer and it is presumed that all photos taken can be used in publicity about this event. Please advise of any restrictions in this regard.

Please contact the Forum’s offices on 9807 4999 for email info@rydebusiness.com.au anytime for further information. In the event the office is unmanned, your call will go to an answering service and your will be called back within two hours. We look forward to a most enjoyable and rewarding event.

Catherine King
Chairman

Sabrina Davis
Executive Officer and Chair, Events Committee.