



## **Michigan Museums Association *Meet and Eat* Host Information**

*The Michigan Museums Association offers networking lunches throughout the state during the year. We encourage our institutional members to partner with us to host these events.*

### **General *Meet and Eat* Hosting Information**

Meet and Eat lunches are typically scheduled from noon to 1:30. The format includes a welcome from the host and sponsors if applicable, introductions of participants, lunch and a brief presentation from MMA. Participants also appreciate a chance to tour the site after the official event ends.

Luncheon hosts provide meeting space, arrange for the food, and market the luncheon to the local media and museum/cultural community. MMA will market the event to MMA members, coordinate pre-registration, reimburse the host (up to \$10 per person) for the food, provide nametags, greet participants, and facilitate the event.

Meet and Eats are sponsored events and a general sponsor is in place for this year's MMA Meet and Eat programs. The host institution is also welcome to serve as a sponsor by providing the food in addition to the space for their luncheon. This is not expected, though hosts who are able to serve as sponsors as well allow MMA to offer an additional lunch in another part of the state this year.

Maximum participation limit will be approximately 30 people, depending on the size of the meeting space and sponsorship available.

### **Workshop Host Requirements**

- A comfortable meeting room, free of charge
- Seating (with table space) for up to 30 people
- One additional table for display of MMA materials
- Projector and Screen to use for a brief presentation about MMA
- Lunch (MMA will reimburse up to \$10 per person)

*Meet and Eat hosts are not expected to provide financial support of the event, however, if an institution would like pay for the luncheon, they will be considered an official sponsor of the event and will make it possible for more luncheons to take place throughout the state.*

- Free and convenient parking (preferred)