

BADGER CAFÉ

QUICK GUIDE

Chapter's Role

- Request a program at least twelve weeks in advance.
- Collaborate with WFAA to confirm the date and topic.
- Secure an accessible venue.
- Promote the event on social media and in your community.
- Provide light refreshments.
- Request additional supplies at uwalumni.com/chapterleader

WFAA's Role

- Confirm the speaker.
- Provide marketing and communication for the event:
 - Create event registration.
 - Send an email invitation and reminder.
 - Send a thank-you email with a postevent survey.

Day of the Event

- Arrive at the venue early to allow ample time for set-up.
 - Set up a registration/check-in area.
 - Ensure that the AV equipment is working properly.
- Greet and mingle with attendees.
- The chapter representative starts the program with a chapter update.

Event Tips

- Ensure that the venue is accessible.
 - Anticipate parking needs and accommodations.
 - Send a thank-you to speaker, volunteers, and any others who assisted.
- 