

REGIONAL COFFEE MEET-UP

Startup Checklist

Getting Started

1. Identify a **location** that can support min. 10 people, Establish a date/time.
2. Create the Meet up itinerary (can be very basic or group specific)
 - ☐ Email contacts, share on social media, and create WhatsApp
 - ☐ Will there be food, coffee, tea, or snacks available?
 - ☐ Confirm participants, location secured, and/or any issues
3. Create a "Sign In" form with contact information & approval to add to WhatsApp.
4. Assess who will bring beverages, snacks etc.
5. Send out reminder emails prior to the event for confirmation
6. Finalize set up and volunteers

Meet Up Itinerary

1. Introductions – introduce anyone new to the group.
 2. Network – continue to expand and share new information
 3. Initiate the itinerary, ask for updates from individuals.
 4. Share new ideas, break into groups, let the meet up go naturally.
 5. Share information that could be valuable
 - ☐ Scholarships available
 - ☐ Job opportunities
 - ☐ Volunteer for other aviation events
 - ☐ Hot Topics in the industry
 - ☐ Aviation local events and dates
 6. Schedule potential dates on a quarterly basis for the next Meet Up.
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- ☐ 7. Identify possible activities the group would like to have at the next meet up.
 - ☐ 8. Identify a volunteer(s) to coordinate next Meet Up & email summary of Meet up notes.

Ideas for next Meet-Up

1. Select a Culinary course for the group to attend at a business (i.e. Sur La Table)
2. Group Cooking Techniques – Setup tables to work together on “Tricks of the Trade”
3. Schedule Group outing – Happy hour, bowling, etc.
4. Uniform/Suits Exchange
5. Enhance wine/beverage abilities via training
6. What traits, hobbies, or specialties each person can share amongst the group.
7. Benchmarking at a flight department. Ensure approvals are granted.
8. Seasonal events – culinary, outdoor activities, or educational