



Plan Your Meetup

6 WEEKS BEFORE

CRAFTING A PLAN

- Pick an idea or activity for your meetup.

PLAN OUT THE DETAILS

- Pick a venue or route:** Don't forget to book in advance if necessary.
- Name your meetup:** Be creative! Please avoid using Google in your title so guests are aware that it's not an official Google-sponsored event.
- Budget:** Be transparent about what people are likely to spend on the day. Google cannot pay for expenses associated with meetups.

4 WEEKS BEFORE

SET UP AN EVENT PAGE

- Set up a *public* event page and include as much detail about the event as possible, including meeting point, photos and even a MyMap of the scheduled route. Be sure to include 'unofficial' in your description, and avoid using Google-owned logos.

INVITE LOCAL GUIDES

- Invite Local Guides in your circles.
- Share the event on your local Google+ community and on the global Local Guides Google+ community (if you're a Level 3).
- Communicate regularly with people leading up to the event, through emails and social posts.
- Include the #localguides hashtag.

ASK FOR SUPPORT

- Submit a request to be featured on the official Local Guides events calendar and on Local Guides social media channels. See our Help Center for more details.

1 WEEK BEFORE

- Share a reminder via your event page, and via any Google+ Community pages.
- Encourage guests to sign up for Local Guides if they haven't already: **g.co/LocalGuides**.
- Updates can be as simple as "Looking forward to seeing all of you, it looks like it'll be a lovely sunny day. Make sure to charge your phones and cameras! See you Saturday."



MEETUP DAY

- Print activities.
- Be available for questions.
- Get there early.
- Take photos.
- Most importantly, have fun!**

JUST AFTER

- Relive the memories through the event page by uploading photos, tagging people and sharing stories.
- Thank attendees publicly.
- Tell us how it went by emailing **local-guides@google.com**.