Speed Networking Guide

Speed networking events are designed to give Net Impact members the opportunity to connect with experts in different fields through a round-robin style meet and greet. Attendees will rotate in small groups through a cadre of special guests from the corporate and non-profit sectors.

Where to start?

Pick a location

Identify possible locations that will be a good fit for your event. Consider previous event locations where you can receive a generous discount or have a good relationship with the manager. Quick Tip: Restaurants with private rooms that can accommodate at least 40-50 people are recommended.

Choose a date and time

Select a few possible dates and keep them in mind when selecting a venue, reaching out to speakers and planning for optimal attendance. Quick Tip: Tuesdays and Wednesday from 6:30-9pm are recommended as more people tend to have availability on those days.

Find your experts

We recommend having at least one expert per table. Your experts should come from a cross-section of fields both in the nonprofit and for-profit sectors as our members have diverse interests. Quick Tip: Survey your local chapter members for suggestions. You can use Net Impact’s SurveyMonkey account to do this.

Set a price

Charging a fee, even if it’s just $5-10, incentivizes people to attend since they will have already made an investment prior to the day of the event. We recommend setting tiered pricing for premium Net Impact members vs. free or non-members as well.

Use Eventbrite

Create an Eventbrite posting for your event. This will help you track attendees, collect event payments prior to the event and survey attendees afterward. Quick Tip: If you’re new to Eventbrite, check out the Eventbrite FAQs and other Eventbrite resources for Net Impact Chapters.

Event Promotion

Chapter Newsletter

Include a blurb in your monthly newsletter 1-2 months in advance to have people mark their calendars and sign up!
Social Media

Post regularly to your chapter Facebook and Twitter accounts to engage attendees. Highlight the experts that will be attending and the companies and career fields they represent.

Net Impact’s Channels

Be sure to publicize your event on all the existing Net Impact channels. Those include

- Net Impact Events Calendar
- Chapter Leader Facebook Page
- Net Impact Regional Listservs

Event Logistics

RSVPs

Use Eventbrite to track attendance. Net Impact has partnered with Eventbrite to offer a variety of tools to for your chapter to take advantage of. Quick Tip: Check out the Eventbrite resources on the Chapter Leader Portal.

Food

If you plan to serve food, work with venue ahead of time to coordinate menu, amount of food to serve, time food is served, and include vegetarian options. If it is a bar or public space, you may be able to buy wine/snacks at a market and bring them in.

Signage

Use the Net Impact Events Template to create signs that direct participants to the exact location both outside and inside of venue.

Registration

Set up registration table at the entrance to check attendees in and welcome them to the event. Quick Tip: Set the registration volunteer up for success - Have a box or bowl to collect business cards, extra cash for attendees paying on-site, name badges and markers, a list of volunteers and their contact info, an outline of event activities with start and end times and list of VIP Guests.

Name badges

To save on prep time, have attendees make their own nametags at registration.

Extra cash

Some attendees may forget to RSVP and will need to pay on-site. Be sure to have a good amount of $1, $5 and $10 bills for your registration volunteer.

Table markers

Mark each table with a small sign with either numbers or letters.
Bell or whistle

Event host will use this to signal when it's time to change tables

Rotation system

Plan out how much time is spent at per table, direction attendees go when it is time to rotate to next table, factor in how much time it takes to rotate tables

Select a Host

The event host will be the announcer at the event. Their role includes:

- Welcome everyone and explain speed networking directions
- Keep track of time and ring the bell when it is time to change tables
- Conclude event and thank VIP Guests for participating

Event Follow Up

Thank Yous

Be sure to send “Thank You” emails to the industry/career experts and VIP Guests.

Collect Feedback

Send a follow-up survey to attendees to thank them for their participation and collect feedback on the event. Use this data to measure success and effectiveness of the event