

**Black Women in Architecture
Virtual+ Networking Brunch
Host Tool Kit
September 24, 2023**

Thanks for agreeing to be a Local Host for this year's Black Women in Architecture (BWA) Networking Brunch. Hosts can be either a single person, a NOMA Chapter; or a local Firms office. We realize that conditions may not allow us to all gather face to face; however, we do appreciate that networking events such as a local BWA event can be a success as it allows like-minded women in the design professions to connect and fellowship.

This year's event has been classified as a Virtual+ because we are encouraging women to gather in a manner that they are comfortable; in small groups, in homes, offices and outdoors (technology and weather permitting). As a host you will be asked to be an extension of the planning committee and will be responsible for creating an atmosphere of hospitality for local attendees. The following is a list of items you will need to consider and coordinate before and the day of the BWA Virtual+ Networking Brunch.

Contact Information. The BWA committee will need the following information from you:

- Name (Individual) or Chapter (NOMA Chapter) or Firm Name
 - Point of Contact for the NOMA Chapter or Firm.
- Mailing Address
- Phone number
- email
- BWA Brunch location and indicate the number of attendees you can host.
- Names and cell numbers of Co-hosts
- Link to registration platform if not using the main BWA hub

Location Logistics:

- Secure a location to meet as a small group.
 - Sunday September 24, 2023
 - 10AM – 3PM EST (Tentative)
- The number of attendees may be limited based on your location: Your home, office conference room, school meeting room, “We work” spaces, etc.
- Coordinate with building security, if applicable
- Coordinate building HVAC, if it is turned off or down during the weekends

Communications:

- Act as an extension of the Planning committee
- Be available to attend planning committee meetings as the day approaches. Times and days TBD.
- Use your social media networks to assist with advertising the event
- Recruit additional hosts

Technology:

- Large Screen(s),
- Video, audio and microphone capabilities.
- Comfort level with virtual platform. Tutorial workshop will be held before the event. View the [Gathertown](#) website.

Housekeeping things to consider:

- Access to parking or public transportation

- Access to building entry, this may include inviting another attendee to help with door control
- Access to restrooms
- Coordination with clean-up after the event.

Food and Catering:

- BWA committee encourages the host to ask for sponsorships for food and beverage. Your budget should be proportional to light refreshments and beverages for your attendees. (Menu ideas include sandwiches or finger foods or bagels and toppings, water, wine, coffee, sodas cookies, pastries, etc.)
- In lieu of sponsorship; the Host can provide small hospitalities out of pocket or encourage attendees to B.Y.O.

Swag Bags:

- This year's event plans to provide "swag" linked to registrations.
- Alternatively, as a host you can share the link to BWA Marketplace, to order swag for your local attendees

Optional Items to have ready on the day of the event:

- Name tags
- Pens
- Paper/Note pads
- Hospitality paper goods (Napkins, plates, utensils, etc.)

Sponsorship:

- Use your social media network to solicit for scholarship donations
- Use your social media network to solicit for food and beverages for the local event.
- We encourage host to submit sponsorship monies received that exceeds your hospitality budget shall be the BWA Network to support the event or to the [Desiree Cooper ARE](#) scholarship fund.

Registration:

- The BWA committee will connect you as the host with local attendees.
- Chapter or Firm group registrations attendee information will be coordinated through BWA.

The follow info may be downloaded from the BWA website:

- Sponsorship letter
- BWA history
- Scholarship info
- [Black Women in Architecture Brunch](#)

Thanks in advance for making this year's event a success.

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