Mixer Logistic Checklist

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# When Creating the Mixer Event

## Choosing a date

● Try to choose a mid-week day (Tuesday, Wednesday, Thursday)

● Avoid days around holidays and “short weeks” because many people take additional days off around these holidays and less participants will be available

● Be mindful of aligned events and do not compete with other events

● Establish the target audience

● Establish the target number of attendees **AND** number of volunteers and speakers

## Choosing a venue

● Consider transit and parking availability when choosing the location

● Consider the price of food (if eating) and beverages

● Consider if there is space to mingle or just tables to sit

● Consider accessibility for those with mobility issues

○ Ensure that the location has a wheelchair ramp and layout that allows for those using assisted walking devices or wheelchairs to move easily throughout the location

● Ensure there is no minimum-spending price to book the venue

## Setting up registration

● Choose a platform that is easy to manage (e.g. MSForms, GoogleForms, Eventbrite)

● Include all pertinent information in the invitation to avoid getting too many additional questions:

○ Date

○ Time and duration

○ Venue and street address

○ Parking availability

○ Target audience

○ What to bring (CV, business card, etc.)

○ Explanation of the flow of the event if it is not just a mixer (e.g. opening remarks by X at 7pm)

○ Contact person for questions

● Gather the information you need for data purposes and reporting (e.g. department, tenure, how the participants heard about the event)

● Sell more spots than you can accommodate as some no-shows are guaranteed. Request confirmation of attendance the day prior and contact attendees on the waitlist when you know the number of available

## Promoting the event

● Promote to the target audience **\*\*LEAD TIME IS ESSENTIAL HERE\*\***

● Specify if you want them to share the invitation with others or if this is their invitation only

## Selling out

**BE PREPARED FOR SELLING OUT and be quick to respond when it happens**

● Prepare a social media message for when the event sells out

● Prepare a registration link message for when the event sells out

○ Mention where they can go to find out about other opportunities

○ Mention who they can follow on social media?

● Ensure that you have something else to offer interested parties (ideally this is a guaranteed spot at the next event)

## Sending a reminder message (1-2 days prior)

If the event is sold out…

● Tell the confirmed guests that others are on a waiting list and “we appreciate you canceling if you are not attending”

If the event is not sold out…

● Ask the guests to let you know if they will not attend so we can adjust the reservation as needed

###

# During the Mixer Event

## Day of the event

● Arrive at the venue 30 minutes prior to meet with the contact person

● Check for exits and washrooms in case you are asked by attendees

● Adjust any furniture for optimal flow, particularly for accessibility purposes

● Set up the welcome area for check-in near the door

● Put things on the tables (BINGO cards, prompt questions, etc.) **SEE SAMPLE BELOW**

● Ensure you have at least 1-2 others with you as there may be early birds

## What to bring

● Nametags

● Sharpies

● Lanyards and real badges for hosts

● Games or handouts

● Registration list (at least 2 copies)

● Clipboard (for checking people off the list)

● Pens (if there is a game, ensure there is enough for all attendees)

● Signage if you are not on the main level or if the room is hard to find

## Post-event messaging

Ensure your post-event communications include:

● Thank you for coming

● How to stay connected

● Survey (see below)

● Upcoming events for this group

● Related events that may be of interest

## Post event survey

Create a post-event survey with the following questions and prompts:

● Did we meet your objectives (e.g. networking, mentoring, learning)?

● Did you meet new people?

● Did you like the venue?

● Data (department, tenure, how they heard about the event, etc.)

● Suggestions for other venues

● Suggestions for future events

● Add me to your mailing list

● I want to volunteer

## Data and reporting

Keep track of who attended, departmental breakdown, and a debrief of the venue for future events.

# Sample Activities

 [Networking Events Ideas: Networking Bingo | Networking Tips for Beginners](https://www.networkingtipsforbeginners.com/networking-bingo/)

## Networking Bingo

Directions: Fill in each square with a person who matches each description. After your conversation, write down the name of the person you spoke within the square provided. You may not fill in a square with your name and only use one square per person.

The goal is to have good conversations and learn memorable things about your peers!

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| This person has won a major award  | This person owns or grew up with a pet | This person knows another language | This person knows how to play an instrument  | This person has run a 5k/ 10k/ half marathon/ full marathon    |
| This person has run for office (in any capacity) | This person has volunteered in the past month | This person shares a talent with you | This person has given a speech recently | This person has traveled outside of the country this year     |
| This person comes from a family with three or more children | This person has twins in their family | This person knows a funny joke that is not offensive | This person shares your favourite food | This person has been part of a start-up organization     |
| This person comes from a family with three or more children | This person has competed on a national level | This person has ridden a bicycle more than 50 miles in a day | This person has traveled to at least three different continents | This person’s hometown is further away from the NCR than yours     |
| This person shares an interest or hobby with you | This person shares the same horoscope as you | This person was born outside of Canada | This person is not planning to major in a social sciences field | This person shares your organizational style (makes lists/ uses an organizer/ prefers cluttered creativity)   |

## Mini Ted Talks

In this activity, each participant has 90 seconds to talk about something they’re highly knowledgeable about that isn’t work related. This gives everyone the chance to share something that they’re interested in, learn about what their peers are interested in, and foster connection.

Instructions:

1. Gather your group together in a format where everyone can hear each other.
2. Explain the instructions and purpose of the game, as described above.
3. Select a designated timer to tell people when to start speaking, and when to stop after their 90 seconds is up.
4. Pick one person to go first, and then proceed to the next participant in a counter-clockwise manner. After each person finishes their ‘’Ted Talk,’’ allow for time for participants to ask questions about their Ted Talk, and speakers to share links or other information to learn more about their topic.

## Two truths and a lie

In this classic party game, each participant takes turns telling their group two true facts about themselves and one lie, and the group must guess which one is the lie. In these networking sessions, it is encouraged that participants come up with some facts that are related to their work or experience, to foster conversations about career paths, journeys, and lessons learned.

## Public Service Trivia

This game will test your knowledge of your workplace and encourage friendly competition between your fellow participants! The organizer can make a free and accessible set of trivia questions on Kahoot, with questions about common public service acronyms, hierarchical structure, responsibilities of certain departments, political events etc. To play trivia from Kahoot, organizers only need to share the link with their peers, then they can all play from their phones.

***Note that this activity requires a location with free wifi as many people don’t have access to cellular data.***

How to make a Kahoot:

[How to create a kahoot: Step-by-step guide for teachers](https://kahoot.com/blog/2021/01/28/how-to-create-kahoot-tips-teachers/#:~:text=How%20to%20create%20a%20kahoot%20in%20your%20browser,it%20live%20or%20assign%20as%20a%20student-paced%20challenge.)

**Sample questions:**

* What does ADMO stand for?
* What does it mean to be “ATIP’d”?
* How many federal agencies are there in Canada?
* Which policy issues are operated by the federal government, rather than provincial or municipal governments?
* What is the role of the Governor General?
* How does a private member’s bill become law?
* What is the caretaker convention?