

Marathon Globetrotters Annual Meeting aka (AGM) Criteria: Host Responsibilities v2

You will be the host of the MG meeting, managing all logistics for members. You will have the opening remarks at AGM.

Relaxed race finish time agreed by Race Director, preferably 7:30, minimum 7 hours to be considered. In writing from RD or posted on website (send link).

Race discount and late entry for members in case entry closes early.

Publish on WhatsApp MG group, Facebook and Instagram

Meeting room for meeting, minimum capacity 30 located at expo or most common hotel for MG members. No cost to club. Best if room has podium and a flip chart and markers for notes, but not required. No projector required. Minimum 1 table to have at entry for name tags and any gear to be sold. Bring stick on name labels and markers for meeting.

Place at expo to meet and greet Globetrotters and future members, small booth or table and 2 chairs. Possibly in entry hallway where runners queue to enter to pick up packets.

Recommended hotels and possible discount for ease of access to race. Prefer hotel within 2 km of race start and/or finish.

Arrange for 2 MG banners be brought on unshared flights (to insure 1 will arrive)

Arrange for pre-race photo near or at starting line with an easy to find landmark to simplify the photo gathering.

Travel recommendations: airport, bus, taxi, train, etc. Common cost of taxi from airport to race hotels.

Possible lunch or dinner location after meeting near expo or race hotel.

Arrange possible news or press exposure. Not required, but nice to have.

Post notices of meeting in host hotel lobby

Post lunch/dinner suggestions or arrangements in host hotel lobby

Present Thank You gifts to host and/or sponsors

Provide a copy of host opening remarks to Marathon Globetrotter public relations executive member

Provide any pictures taken from meeting to Marathon Globetrotter public relations executive member

Prepare MG attendance sheet

Tourist places of interest for pre or post race.

Write an FAQ about the entry, travel details, discounts and locations, security, possible group events.

Describe any race cutoffs, mid race cutoffs, sweeper details if applicable.

Arrange for expo essentials:

- MG Flag and ways to hang it.
- MG business cards
- Page to gather names and email addresses
- Name card stickers and black markers for meeting
- Handout to entice like-minded runners to join us.

Submit the proposal to the President. After consideration and review the decision must be voted on by Board and membership.

Review and revise any templates (e.g. Attendance) and host responsibilities.

Assist the host the following year.

Thanks for considering this AGM role.

Kevin Brosi

President, Marathon Globetrotters

AGM Attendance

Date: _____

Location: _____



MARATHON
GLOBETROTTERS

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