



MEET & GREET ROLES

Host Role:

1. Host the event at your home or book a venue
2. Share address where Meet & Greet will be held with ASF
3. Provide the food (hors d'oeuvres) and bar for the evening
4. Begin inviting your friends and colleagues

ASF Role:

1. Create the digital invite
2. Create the digital RSVP link
3. Add your Meet & Greet to ASF webpage
4. Keep track of all RSVPs and send RSVP list to host
5. Book an astronaut to attend
6. Book scholar(s) to attend
7. Invite a few ASF guests
8. Send reminders by email to all guests
9. Create guest nametags
10. Provide overview and script to host
11. Facilitate the evening

Any questions please contact the ASF office at 407-362-9700 or email us at info@astronautscholarship.org.

EDUCATION IS THE CORNERSTONE OF KNOWLEDGE

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