Brown Bag Lunch Guidelines

*Thanks for offering to host a brown bag lunch! ICAN is here to help.   
Here are some suggestions and guidelines for the event:*

Our brown bag lunches have helped to create new connections, reconnect old, brainstorm program ideas, learn about what other are doing at similar facilities, build new partnerships and collaborations, and support those who are passionate about environmental education and getting kids outside.

These events are what you make them! Typically they have been very informal, and are a way to network with those working for a similar mission of getting kids outside. If there is a speaker, they are usually from the host site, but it’s not required.

Some things to keep in mind:

* Events typically run for an hour or two, during lunchtime
* Need space to hold around 25 people so they can eat and network.  Tables to eat at are necessary.  Sometimes there is a guest speaker so a podium and projector is nice, but not required. Be sure to coordinate with the speaker on what they may need for their presentation.
* Free and easy parking is preferred, but not a must. Clearly communicate any parking instructions or directions to the facility in the invitation.
* Send an invitation one month ahead. ICAN will help to get the information out by email but will need help with directions and description of the facility host (see below). A second invitation will be sent out two weeks in advance too.
* Set up a FB event and invite ICAN and EEAI as co-hosts!
* Check with ICAN representatives prior to your event for details on the next event so that information can be shared.
* Ask for permission to share emails and photos taken at event.
* Take pictures at event – share them with ICAN, on social media, and/or with your participants afterwards.
* Have a sign-up list at the event for contact info – email is usually sufficient. Share with your ICAN representative after the event.

The following will be included in your invitation:

* Date and time
* Parking instructions
* Directions, maps, links, or any necessary info for those who may have not been to the facility
* Any topic/facility/presenter info
* RSVPs required? To who? (typically, we ask for them but do not require them – it will be up to you and what works best with your facility)

If you are interested in hosting a Brown Bag Lunch please contact [Mschilten@indyzoo.com](mailto:Mschilten@indyzoo.com) or [Ann.niednagel@gmail.com](mailto:Ann.niednagel@gmail.com)