

# Venue Host Check List

## Who are we?

We are a Customer Success Community run by Customer Success Managers.

## One-stop shop for .....



..... **in Nordics**

We position Nordics as a global leader in Customer Success by cultivating a vibrant community that drives innovation, excellence, and sustainable growth within the SaaS.

## Thank you for being our Host!



In our community, we focus on connecting People and Companies, fostering a true heart-to-heart (H2H) vibe. What we do, we host face-to-face events every other month because we believe that **People** and **Companies** learn better peer to peer.

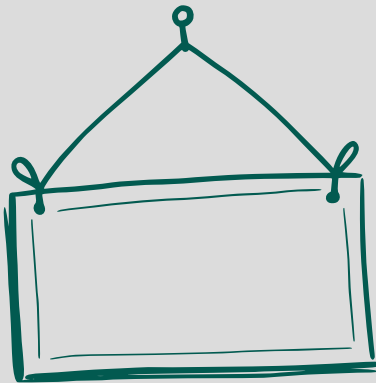
To maintain this spirit and share the best of your expertise with our Community, please review the points below, each came from our experience :)

## Venue Host:

What we ask from you to check before our Event



### Door Signs



Before an Event, we will prepare A4 Door Signs and will ask you to put them on the main entrances of your Building. Ideally, they should be seen from the outside even when it is dark and super cold outside.

We are kindly asking you to print Door Signs and have a simple malar tape.

### Navigation inside the Building

Maybe it is a good idea to put the same Door Signs next to elevators and to the Conference Room / Lounge where we will have the event.



### Badges if needed

If your Company needs to have a list of attendees to print out Badges for security purposes, please reach out to Maria. We collect it before every event by default and are happy to share.

# Venue Host:

What we ask from you to check before our Event



## Drinks

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- Tap water access (if not close - water jugs/bottles)
- Coffee (filters, grains)
- Teabags selection
- Hotpot (and socket close to it)
- Oat or regular milk (if no milk jug - open beforehand, so people not spill)
- Water glasses & coffee cups (ready on the serving table)
- Teaspoons
- Small trashbins/bowl for teabags (close to a teapot)
- Cinnamon, whipped cream, soft drinks (nice to have, just luxury extras :))

## Food

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- Nice trays / big serving plates on spot
- Serving tongs / big spoons
- Small "takeaway" plates
- Cutleries if needed
- Paper signs for ingredients with allergy notes
- Paper napkins
- Sanitizer

## To check extra

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- Water supply for cleaning big plates and washing cups, how organized after, who is responsible
- Cleaning rags
- Soap
- Serving table size, access from all sides
- Big knives (in not snacking food and needs to be cut)
- How trash is sorted (biobags, etc)

That's it! **Thank you** for being our Host; it is super important for us.

Please feel free to reach out to me should you have any questions.  
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