

# “Meet-Ups” Launch Kit

Your Meet-up is your event, but everyone here at HighView Church wants to ensure that your Meet-up is as successful as it can be. Here is a timeline-based upon the date of your Meet-up that can help you the best plan and prepare and make sure that your Meet-up goes off without a hitch. Check out the guide below and email [tyler@highview.tv](mailto:tyler@highview.tv) if you have additional questions.

## ONE MONTH BEFORE YOUR MEET-UP

***Fill out the Host a Meet-up Form*** – Gather all the details for your event and fill out the form so that we can post your event on our Meet-up page with all the information that people who are interested will need to know.

## TWO TO FOUR WEEKS BEFORE YOUR MEET-UP

***Start Inviting People*** – Give people a call, use social media to point people to your Meet-up, or shoot them a text. Don't forget to personally invite people to your Meet-up. If you're part of a Gospel Community, invite them to host the Meet-up with you and to invite their friends along as well. Your Meet-up will also be publicly communicated on the Meet-ups webpage, the HighView Church app, and in a Sunday announcement during the month leading up to your Meet-up.

***Plan Out Contingencies*** – Does your Meet-up rely on outside circumstances such as weather or minimum participation in order to be successful? If so, make an agenda for the day of and communicate any contingencies to those that have signed up for your Meet-up.

***Check Your Email*** – You'll be notified by email when people sign up to be a part of your Meet-up. It's a great idea to personally welcome people who sign up by sending them a simple email. If your Meet-up has a maximum number of people that can't be exceeded, be sure to notify [tyler@highview.tv](mailto:tyler@highview.tv), so that we can stop

promoting the group publicly and avoid the situation of someone signing up who won't be able to participate.

**Digital Waivers** – If your Meet-up involves any potential physical dangers, you will be given a link to the HighView Meet-ups Digital Waiver. Some people who have signed up for your Meet-up may have already filled out this waiver in the past. This is a short and simple digital waiver, and people who haven't filled out a waiver form will be notified that they need to fill it out before they participate in your Meet-up.

## TWO DAYS BEFORE YOUR MEET-UP

**Check-in With Those Who Have Signed Up** – Send out a personal email and/or text to those who will be attending your Meet-up reminding them of all the important details they need to know to participate in your Meet-up. Think of things that apply to your Meet-up like meeting place, cost, how long the event will take, a link to the waiver form, and the agenda of the event.

**Need to Cancel?** – If the number of people who have signed up doesn't reach the minimum needed, or if weather or plans change due to unforeseen circumstances, feel the freedom to cancel your Meet-up at any point. Just make sure you let those who have signed up know ahead of time, and email [tyler@highview.tv](mailto:tyler@highview.tv) if you need to remove your Meet-up from the website/app listing.

**Communicate Clearly to New Participants** – Make sure you send the important details to new people that have signed up who might not know all the details everyone else knows.

**Group Chats** – Use a form of communication (Facebook group, GroupMe, text group) that those in your Meet-up use and are familiar with to communicate about the next Meet-up. This leaves email and text dedicated to new sign-ups. Communicate that at your Meet-up and in your follow up email.

## DAY OF YOUR MEET-UP

**Arrive Early** – Make sure you are the first one there so that you can welcome people and avoid any confusion.

**Confirm Waivers** – If your Meet-up requires participants to fill out the waiver, confirm that everyone who is present has filled out a waiver. This protects everyone involved, especially those who may be present but didn't sign up online.

**Stay Safe** – As a reminder, this is your Meet-up. Encourage everyone to have a ton of fun, but to do so in a responsible manner that does not put themselves or anyone else into harm's way.

**Listen for Stories** – These aren't just random people that have gotten together, they are your friends you invited or those you have a connection with through HighView. Get to know each other and hear about the things going on in their lives.

**Capture the Moments** – Take pictures and/or video at your Meet-up and at the very least try and get a group picture of everyone who attended your Meet-up.

**Decide if you want to do this again** – During your Meet-up think about if you want to make it a recurring event, if it's not already, and discuss and/or communicate any future Meet-up dates.

## THE WEEK AFTER YOUR MEET-UP

**Gather Stories** – Send any photos or videos you'd like to share to [tyler@highview.tv](mailto:tyler@highview.tv) with a couple of sentences explaining how much fun you had. We'd love to share this with the rest of HighView to encourage them to get involved in Meet-ups

Follow Up Email Template (this is a start, so make sure you put it in your own words):

Hello (PARTICIPANT),

I wanted to reach out and thank you for being a part of (YOUR MEET-UP) this past (SATURDAY). I had a blast and hope you did as well. If you took any photos or videos that you wouldn't mind sharing with others at HighView, please send those to tyler@highview.tv with a sentence or two about your experience. This will help others at OL sign up and be a part of a future Meet-up.

I also wanted to see how your experience was, is there anything we should try in the future? I would love to hear your thoughts. Now that you've been a part of this Meet-up I'd want to invite you to communicate through (YOUR COMMUNICATION METHOD OF CHOICE), this will make it easier for you to be a part of the Meet-up in the future. The next time we'll be meeting up will be on (THE DATE OF YOUR NEXT MEET-UP), be looking for communication on that as we approach that date.

Finally, if you had a great time at this Meet-up then you'd probably really enjoy being a part of a group at HighView. I want to encourage you to check out all the groups that HighView has to offer and see if you think something might fit for you and your family. You can find them all at: <https://openlife.church/groups>.

Thanks so much,

(YOUR NAME)

**Update your Meet-up Listing** – Finally, If you need to edit your Meet-up's description or picture for the future, send any updates to tyler@highview.tv.

# Activity Participation Agreement

This sample agreement should be reviewed and approved by your attorney prior to use.

## Activity Information *(To be completed by the activity sponsor)*

Name of sponsoring organization: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of sponsor's coordinator: \_\_\_\_\_ Telephone: \_\_\_\_\_

Description of activity: \_\_\_\_\_

Date(s) and location of activity: \_\_\_\_\_

## Participant Information *(To be completed by participant or authorized guardian)*

Name of participant: \_\_\_\_\_

Name of parents/guardians: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Name of emergency contact: \_\_\_\_\_

Telephone (Day): \_\_\_\_\_ Telephone (evening): \_\_\_\_\_

List allergies or medical conditions: \_\_\_\_\_

Is sponsor authorized to approve medical treatment? ☐ Yes ☐ No

Is participant covered by personal/family medical insurance? ☐ Yes ☐ No

If yes, name of insurer: \_\_\_\_\_

Policy or group number: \_\_\_\_\_

## Participation Agreement

I acknowledge that participation in the activity described above involves risk to the Participant (and to Participant's parents or guardians, if Participant is a minor), and may result in various types of injury including, but not limited to, the following: sickness, bodily injury, death, emotional injury, personal injury, property damage and financial damage.

In consideration for the opportunity to participate in the activity described above (the "Activity"), the Participant (or parent/guardian if Participant is a minor) acknowledges and accepts the risks of injury associated with participation in and transportation to and from the Activity. The Participant (or parent/guardian) accepts personal financial responsibility for any injury or other loss sustained during the Activity or during transportation to and from the activity, as well as for any medical treatment rendered to the Participant that is authorized by the Sponsor or its agents, employees, volunteers, or any other representatives (collectively referred to hereinafter as the "Activity Sponsor"). Further, the Participant (or parent/guardian) releases and promises to indemnify, defend, and hold harmless the Activity Sponsor for any injury arising directly or indirectly out of the described Activity or transportation to and from the Activity, whether such injury arises out of the negligence of the Activity Sponsor, the Participant, or otherwise.

If a dispute over this agreement or any claim for damages arises, the Participant (or parent/guardian) agrees to resolve the matter through a mutually acceptable alternative dispute resolution process. If the Participant (or parent/guardian) and the Activity Sponsor cannot agree upon such a process, the dispute will be submitted to a three-member arbitration panel for resolution pursuant to the rules of the American Arbitration Association.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*(Participant and/or ALL parent/guardians if participant is a minor)*