

**Interested in hosting an OktoBEEfest event, but don't know what's involved? Don't worry, it's easy and fun!**



**Here's what you need to know to set up an event in your area! You can be an OktoBEEfest organizer!**

### **What is OktoBEEfest?**

OktoBEEfest are annual events held every fall (late-September through October), to bring active-duty and retired Navy Seabees, Civil Engineer Corps officers, friends and families together in different geographic areas for camaraderie and networking. OktoBEEfest events are hosted by the Navy Seabee Foundation (NSF).

**Is there a Cost?** We ask attendees to make a \$10 donation in advance through our online registration system. We create a registration page for each OktoBEEfest location. In return, each attendee will receive a commemorative OktoBEEfest pint glass.



### **What is the local OktoBEEfest Organizer responsible for?**

- Secure a venue (local brewery, sports bar, etc.), a date and time (in October). Try to find a location that won't require a room fee. OktoBEEfest attendees typically pay for their own food and drinks at these events.
- Reach out to any potential sponsors (you can give them a sponsorship flyer it has all the details.)
- Welcome attendees when they arrive (or arrange other volunteers to do this)
- If attendees haven't pre-paid, refer them to the QR code to make their donation to receive a pint glass (if you have any to spare. Pre-Paid get glasses first). Please do not accept cash.
- Receive the mailing of pint glasses\* (and bring all to the event)
- Receive the mailing of the banner and banner pop-up stand (bring all to the event and set up at welcome table – take pictures of guest with the banner that can be shared on social media. This gives our sponsors more exposure!)
- Say some welcome remarks at the event (or line up another person to do this)
- Provide some data to me after the event (attendance, lessons learned, etc.)

### **How we Will Help You Make it Happen:**

- The Navy Seabee Foundation will set up online ticket payment website
- We will oversee all advertising (flyers for local distro, social media, etc)
- We will coordinate all sponsorships
- We design, print and ship your unique banner including all sponsor logos (and banner stand)
- We will design, print and ship pint glasses\* to you
- We will provide final paid guest to POC list a day prior to event

*\*OktoBEEfest pint glasses: Some locations opt to work with their venue to have their pint glasses printed locally. You can even join forces with your venue and have the establishments logo printed on the back of the pint glass as a sponsor. (I can create a mock up with their logo if you are interested in pitching this idea to your venue).*



Email Heather Deviney at [heatherdeviney@seabee.org](mailto:heatherdeviney@seabee.org) if you'd like to host an event in your area.