

GUIDE TO PLANNING A MEETUP

bringing the community together is easier than you think! follow this guide to successfully plan and organize a meetup, whether IRL or online.

interested in organizing a meetup? see our eligibility requirements below:

- you must be 18 or older.
- you must be a member of our [patreon/discord](#).
 - organizers can apply for complimentary membership [here](#).
- you must read our [community guidelines](#).

steps to planning a meetup

step 1: set up a poll on discord to gauge interest

purpose: check if members are interested in your idea!

- open discord and navigate to the relevant channel (e.g. #chicago, #running)
- create a poll for the meetup, like “who’s interested in a queer movie night?”
- leave the poll open for 24-48 hours

 need help? here’s a guide on [how to create a poll in discord](#).

step 2: create an event in discord

purpose: make it official and let members RSVP.

- log in to [discord](#) and go to the **events** section.
- click **create event** and fill out the details:
 - add event name, details, date, time, and location.
- **publish** the event!

 need help? here’s a guide on [how to create a discord event](#).

step 3: track RSVPs on partiful *optional*

purpose: tool to keep track of attendees for IRL events, including folks not in our discord.

- log in to [partiful](#) and set up your **event**:
 - add event name, details, date, time, and location.
- **share the rsvp** link in the appropriate discord channels and externally.

FAQ

- **what if i need help?** ask q’s in the #event-planning channel on [discord](#) for assistance.
- **how do i keep the event safe and inclusive?** follow our [community guidelines](#) and enforce them as needed.

thank you for bringing our community closer together—we hope this helps! ❤️