

Solari Meet & Greets: Instructions for Hosts

If you would like to host a Solari Meet & Greet with Catherine and Solari Report subscribers, we ask that you follow these steps. As host, you are responsible for organizing, conducting, overseeing, and covering the costs of the event.

1. Planning your Meet & Greet

Before contacting Solari Customer Service, you should:

- Decide how you will cover Catherine's travel costs. These include food, lodging, and airfare or ground transportation. (See "How do I handle Meet & Greet costs?" for more details.) *Please do not volunteer to organize a Meet & Greet unless you can make this commitment.*
- Select a venue that meets the Solari guidelines. (see "What type of venue should I choose?").
- Propose a date and time for the Meet & Greet.

2. How Solari Customer Service will help

Once you have decided on a proposed date, time, and venue, please contact Solari Customer Service (731-403-6263 or eventcoordinator@solari.com). We will assist you to organize the Meet & Greet in the following ways:

- Solari will make Catherine's flight or ground travel arrangements; you are responsible for covering those costs and for arranging and covering the cost of food and lodging.
- We will identify subscribers in and around your area.
- We will help you develop an *announcement email* which lists the date, time, venue, and your name and contact details, and asks recipients to contact you directly if they wish to attend the event.
- Solari will send the announcement email to the selected subscribers.

Note: Solari does not disclose subscriber information to the host. Instead, we will let you know the approximate number of subscribers who will receive the announcement email.

If you are a member of Solari Connect (connect.solari.com), you are welcome to promote the Meet & Greet to subscribers on that platform by posting the following information:

- Date and time of the Meet & Greet.
- Your name, email, and an optional phone number (if, as the host, you wish to share this).

Note: Subscribers may bring as a guest one close family member, such as a spouse or adult child, who would be interested in and comfortable with the open conversations that Solari subscribers enjoy.

3. Compiling and verifying the list of attendees

As the host, you are responsible for keeping an ongoing list of subscribers who contact you in response to the announcement email or the post on Solari Connect, and express an interest in attending the event.

This list of subscribers (and any guest they wish to bring) must be sent to Solari Customer Service to review and verify that persons on the list are subscribers. Customer Service will assist you to finalize the list of expected attendees prior to the event.

4. Your duties as host on the day of the Meet & Greet

On the day of the event, please ensure that the individuals who arrive are on the list and are subscribers (or the subscriber's guest).

Among the subscribers planning to attend, identify one or two volunteers willing to help with check-in and other tasks. For example, Solari Report hard-copy *Wrap Ups* and other Solari "merch" may be available for sale at some Meet & Greets (with proceeds supporting Catherine's work with state legislators). Please ensure that a volunteer is available to assist with these sales.

Photos can be taken after the event. *Permission of attendees must be given to take photos.* We may request that you or someone else at the Meet & Greet take photos. If the group has consented to photos being taken and shared with Solari, you can send a selection to Solari Customer Service for our review and possible use on the Solari website.

Solari Meet & Greet FAQ

What type of venue should I choose?

Select a closed or private location for the event. This means either a dedicated venue or a private room (if in a larger venue). Please avoid noisy venues such as bars. If you meet in a restaurant, the Meet & Greet should take place in a private room. For large groups, hosts should ensure availability of a microphone or other audiovisual equipment as needed.

How do I handle Meet & Greet costs?

Hosts are responsible for ensuring that Catherine's travel costs are covered, along with any costs (such as meal or venue costs) incurred at the event itself. Travel costs include transportation costs (airfare if Catherine flies or a mileage per diem and rental car costs if Catherine drives), lodging, and meals. If Catherine flies, hosts should expect to pick her up and drop her off at the airport. *Solari will not cover any event costs or handle any proceeds.*

To cover travel and event costs, hosts can:

- **DONATE:** Donate the travel and event costs themselves.
- **POOL:** Pool donations from subscribers they already know in their area who are interested in supporting the event.
- **RECOUP:** Recoup costs by charging attendees an appropriate event fee.

For the event itself, hosts are welcome to arrange a potluck or a bring-your-own-food type of event.

What are Solari's event policies?

Hosts should inform attendees *in advance of the event and at the event* of the following policies:

- **NO DEVICES:** Phones, tablets, smart watches, fitbits, and any other recording or communication devices must be left at home or in the attendee's car. The goal is to achieve an intimate atmosphere where attendees can speak freely.
- **GIFTS:** See next section, "Does Catherine accept gifts?"
- **GUESTS:** Subscribers may bring one close family member, such as a spouse or adult child, who would be interested in and comfortable with the open conversations that Solari subscribers enjoy.

- **PRIVACY:** Please respect the privacy of the other subscribers and guests in attendance. Do not quote them outside of the event without their permission (Chatham House Rule).

- **STAYING IN TOUCH:** For attendees who have given permission, hosts may collect email addresses and share them with the rest of the group. Subscribers who are on Solari Connect can also stay in touch by forming a local Connect group.

Does Catherine accept gifts?

If hosts, subscribers or guests want to give a gift or any item to Catherine, please note the following:

- **HEAVY ITEMS:** Catherine is not in a position to accumulate and carry heavy items such as books, particularly when she is flying. It is fine to show these to her, but you will then need to mail them to the Solari office where she will be delighted to see them. Please mail items to:

PO Box 157
Hickory Valley TN 38042

or to:

240 Powell Street
Hickory Valley TN 38042

- **FOOD:** Catherine cannot accept any gifts of food.

While we very much appreciate your recommendations, we cannot guarantee that Catherine will be able to read the books or materials that you share. Catherine receives an overwhelming amount of written and video materials—though she skims everything that comes in, it is far beyond what one person has time to read or watch. For links and videos, we strongly recommend that you submit them to *Ask Catherine & the Solari Team*, where our team will review and pick out links for reposting.

Where can I see the Meet & Greet schedule?

The Meet & Greet schedule is available on the Solari Report website and will include contact information for each event's host. The contact information is available to subscribers only.

If you have any questions, please contact eventcoordinator@solari.com.