

BEFORE THE EVENT

DURING THE EVENT

AFTER THE EVENT

If it's your first event:

- **We** will share an announcement (on social media, RAHM App, LinkedIn) about you as a new RAHM Ambassador with your photo and short Bio.
- **We** will add an Ambassador badge to your profile on the RAHM App.
- **You** will get access to the exclusive group shared by all current RAHM Ambassadors on the RAHM App. There you can share your ideas, experiences etc.
- **You** should post a photo/short text on the RAHM app while the event is happening. („Hey, we are just here, feel free to join us if you haven't yet!”)
- Use Hashtags such as #RAHMBassadorBerlin (depending on your city)
- **You** send us a group selfie/ photo that we will share on the App, you can also write a short paragraph about the meet-up -> **We** will then post it on social media, the App, LinkedIn.
- **You** can think of where and when you want to organise the event. (This part is totally up to you. Choose a place which you like and want to share with others. No matter if it's a restaurant / park / bar / cinema / club etc.)
- **You** can say a few welcoming words to start off the event.
- **You** give us feedback via email or Skype. How many people came? How did it work out? How could we as a RAHM Team support you more? How can we improve the RAHM Ambassador Programme in general?
- **You** can schedule a Skype call with the RAHM Team to discuss ideas for the event. If preferred, it's also no problem to discuss it just via email. Whatever suits you better :-)
- **You** should encourage all the participants to share photos on the App and on their personal social media accounts.
- **We** will create an event on the App (which you can moderate) and share it on social media, LinkedIn, App.
- **But most importantly have fun and enjoy your time together!**
- **You** finalise all the details and make a reservation at the restaurant / bar if necessary. You can base the estimated attendees on the registrations from the event
- **You** can invite your friends (potential members for the RAHM Community) and also encourage other participants to invite friends.
- **We** will send out a reminder on Social Media and to the participants one or two days before the event.

