Technology Networking Event Template

A template for a technology networking event, giving organizers an outline for introductions, topics, and follow up. Print a copy, fill in each section by hand, and keep the finished sheet with your records.

Farm / unit: _____ Date: _____ By: _____

Event goal

Place and date

Invitations list

Welcome and introductions

Discussion topics

Food and seating

Sign in sheet

Follow up message

Feedback notes

TIP Keep groups small so people can talk, and send a follow up with contact details afterward.

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