

## Hints and Tips On Running a Successful Philofaxy Meet

Most of what you are about to read is common sense, but if there is just one tip from this list then I'm sure it will help your meet be just as successful as others that have been held.

1. Involve [Philofaxy](#) as early as possible, we can give your event maximum publicity for your event, on the blog, Facebook, Twitter etc.
2. Decide if there is a limit to the number of people that can attend. We have been limited so far by the number of people that can get in to the Neal Street store to 10 people, we haven't exceeded that, so we haven't had the problem of turning people away.  
This lowish number also means it's easier to move from one location to another on foot without losing people on the way. It's easier to find a restaurant or place to eat. And most importantly it lets everyone get to know everyone else at the meet up. The group dynamics in my experience are just incredible to see.
3. In the initial stage get everyone to email in their interest in meeting up. Acknowledge receipt of each email and request if it is ok to share their email address with other people. This then means everyone can be CC'd in on each email, and a reply all then sends an email to everyone. Alternatively use a Google Group or Closed Facebook Group to get everyone communicating together. It saves the organiser from having to make all the decisions!
4. Decide your date... the sooner you fix this the better. Saturdays are naturally the best for most people.
5. Put forward a suggested itinerary for your day. If you are visiting a stockist contact them and make them aware of your visit, date, time (best time for them?) etc. Make them aware of Philofaxy so they will have a better understanding.
6. Make your meeting place a well known land mark, not too big, but good enough for people to be able to find easily.
7. It's best to allow about 30 minutes for everyone to gather at your meeting point.
8. Be willing to let people have your cellphone number so they can warn you if they are going to be late arriving. Make sure they include their name in the text messages if you don't already know their numbers, several 'I'm going to be late' messages won't help you!!
9. Choosing your place to eat is down to knowing a few places that can accommodate the size of your group, that serve a variety of food (some people may be vegan) and is in the right price range. In UK I used Tate Modern, because I had ate there before and on their [website](#) there is a menu with prices, so you can send a similar link to everyone attending, so they will get an idea of cost and what food is available before the day. It speeds up ordering of food.
10. At both of our meet ups everyone has just agreed to split the food bill by the number of people there, it simplifies paying the bill.
11. We found it good if people moved around the different seats around the table between courses so that they can link up with as many people as possible. Likewise when you are walking between locations, people like to chat in pairs or threes.
12. When identifying your locations you will be moving between, eg. Meeting Point > Food > Shop, set times for each point so if someone is late they will know where you will be and can catch up with the group. Use Google Maps to work out the time it will approximately take to move between locations on foot or by public transport. This helps people to arrange their return travel too.
13. Encourage people to take photos of the event. Share the photos afterwards with a [Dropbox](#) shared folder and do a Guest Post for Philofaxy about your meet up.
14. As the organiser the meet up, relax and enjoy the day to the full.

That's a few more points than I originally thought but as I said at the start it's all fairly common sense, get it all right and you will fully enjoy the day and so will everyone attending.

*Steve Morton  
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