**Lunch & Learn Hosting Guide**

Thank you so much for considering hosting a Lunch & Learn with CIA Insurance & Risk Management.

Please reference the checklist below to prepare for event!

1. **Choose the date:**  
   We want to be there on the day that works best for you!  
   First, narrow down your selection to two or three prospective dates.   
   If only one date works for you, we will look for a way to accommodate your need!
2. **Determine** **the Size of the Audience:**Will everyone at the firm be attending? Don’t forget to include remote works who may want to come in, or people who have scheduled time off during our visit. An accurate count will help us determine the amount of people and food necessary to support the event!  
   Remember a minimum of 10 people are needed for an onsite event.
3. **Choose** **the need:**Different sized offices will require different scheduling. Consider how many employees your presentation space can comfortably hold. Along with current lunch schedules. If we need to break it up into two lunches to reach the intended audience, we will be available to do so.  
   If you are planning for two meetings, the number of people expected at each meeting will be helpful.
4. **Choose the Menu:**  
   Our typical lunch consists of Pizza & Pop from your preferred pizzeria. Do you have employees with special dietary requests, allergies, or health promotion considerations? We are happy to work with any lunch considerations to provide a meal you are proud to promote.
5. **Ready to schedule?**If you are ready to schedule the event, **contact Melissa Leath at 586-799-6030** or your CIA advisor to provide us the information.
6. **Do** **you prefer a Digital Presence?**CIA Insurance would be happy to provide you with a live webinar of the Auto Reform Presentation and answer all of your question about the upcoming changes!