



FINCA — Host Briefing

Fill in before every room. Send to the host 24-48h ahead.

Turns good taste into trainable infrastructure. New here. Known here.

HOST BRIEFING TEMPLATE

INTERNAL · CONFIDENTIAL

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Room: _____ **Date / time:** _____ **Venue / partner:** _____

Host: _____ **Founder-led** ☐ / **Non-founder-led** ☐ (non-founder = Proof #2 test) **Capacity:** _____

Guest snapshot

- RSVPs: _____ · Expected: _____ · First-timers: _____ · Returning: _____
 - **Coming alone:** _____ · Requested a host intro: _____ · First time alone: _____
 - Local : newcomer mix: _____ : _____
 - Interests represented: _____
 - Languages: _____
-

Suggested introductions (3-6 pairings + the "why")

1. _____ ↔ _____ — because _____
 2. _____ ↔ _____ — because _____
 3. _____ ↔ _____ — because _____
 4. _____ ↔ _____ — because _____
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Watch-outs

- Prefers small groups / quieter: _____
 - First time alone (greet first): _____
 - Any sensitivities / accessibility: _____
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Run of show (the rituals — do these every time)

- ☐ **Threshold Toast** — short welcome naming the room's spirit.
 - ☐ **No Lost People** — no one stands alone; host or a regular always bridges.
 - ☐ **Known by Name** — greet newcomers by name.
 - ☐ **The first hello** — walk each solo arrival to their first intro within 10 minutes.
 - ☐ Close with the next step (next room / save the place / warm intro offer).
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What not to do

No hard networking/pitching · no filming without consent · no leaving solo arrivals stranded · no "discovery/outsider" language · don't overfill the room.

Safety

Report/escalation path known ☐ · emergency contact on hand ☐ · venue safety basics ☐ · photo consent ☐

After the room (within 24h)

- ☐ Upload photos (consented) · ☐ Log attendance / arrived-alone / who-met-whom in CRM
 - ☐ Send member recap (use the Recap template) · ☐ Capture 1-2 testimonials
 - ☐ Note 1-2 learnings: _____
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Room Quality Score (1-5 each; good room = avg ≥ 4 , none below 2)

Arrival ___ · Solo comfort ___ · Host warmth ___ · Intros ___ · Local/newcomer balance ___ · Energy ___ · Partner fit ___ · Conversation depth ___ · Follow-up ___ · Likelihood of return ___ → **Avg:** ___

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