



SouthCoast Community Foundation Nonprofit Resilience Network

Day of Logistics

Before Your Guests Arrive

- Have the event contact arrive 30 minutes early for setup and tech support.
- Remind your participants of the location, accessibility notes, and parking.

Arrival

- Please enter through the front door and ring the doorbell.
- A staff member will greet you and help you get settled.

When You're Finished

- Return tables and chairs to the original layout
- Remove or properly dispose of trash
- Leave the space in good condition for the next group
- Take all leftover food, drinks, and supplies

We're Here to Help

We're thrilled to share this space with the nonprofit and community leaders who make the South Coast stronger.

For questions, support, or reservation requests: Kim Heard, Foundation Operations Coordinator, kheard@southcoastcf.org. **General NRN Support:** nrn@southcoastcf.org

We look forward to welcoming you to the NRN Learning Center!