

LUG Con Event Host Program

Thank you for your interest in hosting events at LUG Con. Event Hosts play a vital role in creating the experiences that make the convention exciting, interactive, and memorable for attendees. From casual demos to large competitive tournaments, our event programming is driven by passionate hosts who want to share their games, knowledge, and creativity with the community.

This packet outlines how to become an Event Host, how events are structured, and what expectations and support you can expect from LUG Con.

How Event Hosting Works

Event Hosts are part of the broader LUG Con Crew Program. As outlined in the Crew Program Guide, Event Hosts who contribute **16 hours of scheduled event programming** during the convention qualify for the Full Crew benefits, including a four-day LUG Con badge and other perks.

Event Hosts may:

- Host events they personally design and organize
- Assist with events that LUG Con staff are organizing
- Run demos or programming for publishers, designers, or community groups

If you are interested in hosting events but do not currently have a specific idea, please let us know. LUG Con will have a number of programming concepts that need hosts, and we are happy to match experienced volunteers with those opportunities.

Event Categories

To help attendees understand what to expect and to maintain consistency in the schedule, LUG Con organizes events into three general tiers.

Level 1 — Demos & Learn-to-Play

These events focus on accessibility and introducing players to new games.
Typical formats include:

- Quick demonstrations
- Introductory game sessions
- Casual teaching tables
- Community meet-ups or informal play

Suggested duration:

- Demos: ~30 minutes
- Learn-to-Play sessions: ~1 hour (can be more depending on game complexity)

Suggested pricing: **Free to attendees**

These events help new players explore games and are strongly encouraged as a way to keep LUG Con welcoming and accessible.

Level 2 — Organized Play, Classes & Workshops

These events offer more structured experiences and typically require longer time commitments or deeper instruction. Examples include:

- Organized play sessions
- Strategy workshops
- Hobby or craft classes
- Campaign or narrative gameplay sessions

Suggested pricing guideline: **\$1 – \$2 per hour, per participant**

[Example: A two-hour organized play session priced at \$2 per hour would cost **\$4 per participant.**]

Level 3 — Tournaments & Competitions

These events typically involve larger groups, structured formats, prizes, or competitive play. Examples include:

- Competitive tournaments
- Championship brackets
- Large organized competitions

Suggested pricing guideline: **\$3 – \$4 per hour, per participant**

[Example: A three-hour tournament at \$3 per hour would cost **\$9 per participant.**]

Event Materials & Supplies

Event Hosts are responsible for sourcing and providing all materials required to run their events. This may include:

- Board games or rulebooks
- Craft or hobby materials
- Dice, tokens, or game components
- Tournament brackets or printed materials
- Prizes or trophies

If you need assistance sourcing materials, games, or supplies, you are encouraged to contact the LUG Con team at: info@lugcon.com
We will do our best to support your event wherever possible.

Ticketing & Walk-Up Players

Event Hosts may choose whether their events accept walk-up participants.

For free events, hosts are generally expected to allow walk-up players to participate **as space allows**.

For ticketed events, hosts may decide whether to accept walk-ups depending on event capacity and format.

If an event **cannot accept walk-up participants**, this should be clearly stated in the event description so attendees understand that advance registration is required.

Event Pricing & Revenue

Event Hosts have the authority to price their events however they feel is appropriate. The pricing guidelines above are **suggestions only** and are provided to help maintain accessibility for attendees while giving hosts a framework for planning their events.

That said, we ask that you keep in mind our goal to create an experience of access and connection through gaming, where attendees can experience as many games as possible, and keep the attendee experience as top priority.

When designing an event, hosts are encouraged to think carefully about the relationship between:

- Event duration & difficulty
- Number of participants
- Event type, demand, and marketability
- Desired compensation

For example, shorter introductory events are typically best suited for free or low-cost pricing, while longer structured events may support higher pricing.

Keep in mind that if anticipating the number of participants is important to your preparation, we recommend setting your event with sign ups, regardless of participation cost.

Hosts should plan their event structure and pricing accordingly if they wish to generate compensation from the event.

Note on Material Costs

If an event requires supplies, materials, or consumables (for example craft materials, miniatures supplies, printed components, etc.), hosts may add the per-person cost of those materials **on top** of the suggested base pricing.

Revenue Split

For events with paid tickets, LUG Con retains **15% of event ticket revenue** for the 2026 convention year. The remaining revenue is paid to the Event Host.

Event Host payouts are processed **after the convention concludes** once final attendance and ticketing reports are confirmed.

This revenue helps support convention operations including venue costs, staffing, and programming infrastructure.

Volunteering Your Event

Some hosts may prefer to volunteer their time and offer events without receiving payment.

If an Event Host chooses not to collect revenue from their event, those funds remain with LUG Con and are applied directly toward convention expenses and future event programming.

We are deeply grateful to hosts who choose to contribute their time in this way, as it directly supports the continued growth of the convention.

Event Approval

All events must be submitted for review and approved by the LUG Con team before they are added to the convention schedule.

LUG Con reserves the right to reject or request modifications to any proposed event if it:

- Conflicts with other programming
- Presents safety or logistical concerns
- Is not aligned with the goals or values of the convention
- Requires resources that cannot be reasonably supported

Our goal is to work collaboratively with hosts to create successful programming whenever possible.

Event Marketing

Event Hosts are expected to assist with promoting their events, particularly if their event requires advance sign-ups or ticket purchases.

Hosts are encouraged to utilize the **LUG Con Discord** and **social media channels** to help spread awareness of their event.

If hosts would like their event to be considered for additional LUG Con promotion, they may submit marketing materials to the LUG Con Marketing Director. These materials may include:

- Event graphics
- Photos or video content
- Promotional copy or event descriptions

*Submission of marketing materials does not guarantee promotion, but the marketing team will do its best to incorporate eligible events into the LUG Con marketing schedule, particularly for events with larger capacity or community interest.

If hosts create their own promotional graphics or marketing materials, they must utilize the assets provided in the LUG Con Media Kit and follow all branding guidelines.

All host-created promotional materials **must be submitted for approval prior to being publicly posted or advertised**.

Please note that LUG Con is not responsible for generating marketing materials for individual events.

Event Rewards & Participation Items

Some LUG Con programming includes participant rewards such as prize tickets, promotional items, or other giveaways.

Event Hosts may be responsible for distributing these items to participants as part of the event experience. Instructions and materials will be provided when applicable.

Event Submissions

Event submissions are expected to **Open in May** and **Close in Aug** (exact date TBA).

During this window, hosts may submit event proposals through the LUG Con event submission system. See our website for full instructions.

Once submissions close, the LUG Con team will finalize the event schedule and coordinate any final details with hosts.

Event Submission Requirements

When submitting an event proposal, hosts should be prepared to provide the following information:

- Event title and description
- Event category (Level 1, Level 2, or Level 3)
- Event duration
- Minimum and maximum number of participants
- Number of tables required
- Number of chairs needed at those tables
- Suggested ticket price (if applicable)
- Recommended or required participant age range
- Preferred days and times for the event

Preferred days and times should be considered **requests**. The LUG Con team will do its best to schedule events according to host preferences, but final placement may change based on overall programming needs and scheduling constraints. Changes to requested schedule will be discussed with the Event Host.

Event Cancellation Policy

If an Event Host must cancel their event, cancellations must be submitted **no later than September 3rd** (30 days before the convention).

This allows the LUG Con team enough time to adjust the schedule and notify attendees. If a cancellation causes the Event Host total hours to fall below the Full Crew requirement of 16 hours or Day Crew requirement of 4 hours, this may result in a change in allotted benefits.

Cancellations made after this deadline may result in consequences such as:

- Removal of the event from the schedule
- Loss of Crew benefits
- Ineligibility to host events at future LUG Con conventions

We understand that emergencies can occur and will review situations on a case-by-case basis.

Event Host Responsibilities

Event Hosts play an important role in representing the LUG Con experience. While hosts operate as independent organizers for their events, they are still representatives of the LUG Con community and brand while participating in the convention.

Hosts are expected to create welcoming, well-organized, and engaging experiences for attendees while maintaining the professionalism, friendliness, and positive energy that define LUG Con.

Event Hosts are responsible for:

- Abiding by all expectations and policies outlined in the Crew Program Guide
- Following all LUG Con safety policies, code of conduct requirements, and event guidelines
- Designing and structuring their event appropriately for attendees
- Promoting and marketing their event to help ensure strong participation
- Arriving prepared and on time to run their scheduled event
- Providing all necessary materials and supplies
- Creating a welcoming and inclusive environment for participants

Event hosts who are willing to run **multiple events or contribute significant programming** may receive priority consideration when event submissions are reviewed.

Event Setup & Load-In

Event setup requirements vary depending on the type and scale of the event being hosted.

Simple events that require minimal setup may allow hosts to arrive shortly before their scheduled time to prepare their materials.

However, larger events or events requiring significant setup may need to participate in the LUG Con **load-in day**, scheduled for **Wednesday, September 30th**.

Hosts may be asked to load in early if their event:

- Requires pre-arranged or reserved tables
- Requires significant setup time
- Uses a large number of materials or equipment
- Requires storage prior to the event

As a general guideline, if your setup involves **more than a hand wagon's worth of materials**, you may be asked to load in on September 30th.

Load-in coordination will be handled by the Event Coordinator. Details and information will be provided at a later date.

Interested in Hosting

If you are excited about sharing games, teaching new players, or running memorable competitions, we would love to hear from you.

Watch for event submission announcements in the spring and start planning your event ideas now. And remember, there are many LUG Con sponsored events that will need capable hosts if you don't have your own ideas.

Questions can be directed to info@lugcon.com.

We look forward to seeing the amazing experiences you bring to LUG Con!