



Alliance Visits & Events Guide

Scheduling Visits, Expectations with Alliances, and Hosting Events

INTRODUCTION:

Hello everyone! If you want to host an alliance visit soon, this is the perfect place to learn how to do so. This document will cover everything you need to know about alliance visits, our affiliates, and how to act during any visit. This is also the place to learn how you can schedule a visit for any of Kohaú's affiliates or host events for other Executives. If you have any questions outside of the document related to the document, be sure to contact any available Social Outreach or Public Relations member, listed [here](#).

WHAT ARE ALLIANCE VISITS:

Alliance visits are one of the many privileges given to executives when they join the team. They are a way for us to show our appreciation and support to our affiliates and get to experience their games. Though alliance visits are meant to visit our affiliates, they can choose to visit us as well.

SCHEDULING AN ALLIANCE VISIT:

When visiting an affiliate, you will need to let an available [Social Outreach or Public Relations member](#) know about it before you can visit. Our Social Outreach team will help you [schedule it and host it](#). This is so we can organize and track all of the visits to ensure none of them are overlapping each other. Each Executive is permitted to host **two** alliance visits per day. Additionally, each alliance will have a **ninety-minute** cooldown after each visit. Please be sure to request at least 12 hours in advance for your visits. You can schedule a visit 1-2 days in advance, but we ask not for you to schedule one a week or two prior. Once you contact a Social Outreach member and receive the green light for your visit, all you'll have to do is wait until the time of your visit. Once it's time for the visit (or 5-10 minutes prior to the set time), the Social Outreach member that you contacted earlier will post the alliance visit in #staff-comportment and wait for other executives to arrive.

Typically during a visit, you would greet an in-game MR (if any) and ask for a photo to conclude the visit. You may explore the experience, if the host allows you to. After the visit, you will need to post about it in #memories and thank everyone for participating in the visit.

MASS ALLIANCE VISITS:

Every month, the Public Relations Department will host a mass alliance visit. The dates for the mass alliance visits will always vary depending on the hosts and month, however, typically 5-6 affiliates or more will be visited. The Social Outreach Department will help out with the visits and ensure all the executives are in the right areas. This visit should be treated as with any other visit, except there will be constant back-to-back visits. The mass alliance visits are one of the biggest monthly events and we encourage you to participate in them!

AFFILIATES LIST:

Below is the list of groups Kohaú is affiliated with. The ranks to look out for from each group will be listed. Be sure to check a visitor's rank via their Roblox profile to ensure they are not impersonating.

- [Bambou](#): Staff Intern+
 - [Boba](#): Staff Assistant+
 - [Coast](#): Staff Assistant+
 - [Dress to Impress](#): Affiliate Team+
 - They do not have a rank for the whole affiliate team in the main group, please refer to the group linked instead.
 - Alliance visits to Dress to Impress are restricted to Social Outreach members only.
 - [Frappé](#): Staff Assistant+
 - [Hokui](#): Supervisor+
 - [Roblox Talent Show](#): Relations Member+
 - [Serendipity Support Center](#): Junior Specialist+
 - [Teethyz Dentist](#): Staff Assistant+
 - [Venti](#): Employee Assistant+
 - [Washiez](#): Junior Director+
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ALLIANCE VISIT EXPECTATIONS:

The Social Outreach Department Heads expect professionalism, maturity, and respect from all executives visiting affiliates. You should be wearing the executive uniform when visiting any affiliate on behalf of Kohaú. You should always be aware of your surroundings, but you are free to explore the game if the visitor's host chooses to do so. Please follow all the [executive expectations](#) as failure to follow will result in a suspension or permanent ban for hosting alliance visits and a report sent to the Staffing Department.

Additionally, when scheduling visits, we expect that you will attend them. Ensure that your schedule gives you the time to host the visit; do not go and attend to other duties as it wastes the Social Outreach member's time. It is your job to make sure to update the scheduler on any possible situations in which you cannot attend or whether to cancel the visit in advance. This helps allow other people to host other visits in the time slot that you originally had scheduled for. If this happens frequently, you will be banned from hosting any alliance visits.

HOSTING AN EVENT:

As an Executive, the Public Relations Department grants you the special privilege of hosting small events for the Executive Team. If you wish to host an event, please consider the following rules below before messaging a member of the Public Relations Department.

1. A minimum of 50 Robux must be awarded to the winners of each event, sponsored by you.
2. Only a maximum of five events can be hosted per day. This does not include game nights.
3. Events must be hosted one hour apart.
4. Events will be first come first serve, thus no event can be repeated on the same day.
5. Social Outreach members are exempt from all the following rule changes.
6. Please ensure you're patient when contacting a Public Relations member.
7. Please do not expect your event to be hosted as soon as possible after you message a Public Relations member. Ensure you're scheduling them a few hours in advance.

We hope these changes will help balance the amount of pings being utilized. We'd also like to remind everyone that hosting events is a privilege given to the Executive Team by the Public Relations Department and should not be abused. We hope this creates a bigger impact and an opportunity for events to create a more meaningful experience when hosted.

CONCLUSION:

Affiliate visits are privileges given to executives. This is not only a way to explore our affiliates, but also to develop our connection with them. We hope to see you host visits or Executive Team events soon. If you have any questions or concerns, please be sure to contact an available Social Outreach or Public Relations member.

Signed,
Kohaú Public Relations Department

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