

The 60-Minute Event Room

A method built on Judi Fox's LinkedIn networking rooms, for any event you plan to attend · The AI Social Playbook

What this is, and what it isn't. Judi Fox built her rooms as a custom app using Claude, a Google Sheet and her Squarespace site. She demonstrated the app and the method on the episode, but did not show the Claude build or her prompts. This Blueprint documents the method she used before RVA Showcase Night, rebuilt with a spreadsheet and any AI chat tool. The prompts below are written for this Blueprint, not copied from Judi's build. The per-person activity link in stage 5 is a standard LinkedIn page, not part of Judi's app.

01 Technical Stack

TOOL	ROLE IN THE WORKFLOW	NOTES
LinkedIn	Source of the guest list (engagement on an event post) and the profiles and posts you check before and after the event.	A free account works. Judi rates Sales Navigator, at a minimum of \$1,000 a year, as overkill for this job.
Claude, or any AI chat tool	Turns pasted post engagement into a clean, structured guest list, then into a one-page pre-event briefing and a follow-up plan.	Judi built her app with Claude. Any current chat model handles System Prompts 1 to 3.
Google Sheets	Holds the room: one row per person, with the profile link you verified by hand.	Judi's app runs on a Google Sheet behind a simple form. The Sheets mobile app puts the room on your phone.
Your phone	Carries the room into the event so you can scroll it at the door.	A bookmark to the sheet on your home screen gets you there in one tap.

02 Configuration

Set these up once. Every event after the first takes only the workflow in section 03.

The room sheet

A Google Sheet with one tab per event and these columns, in this order: Name, Title, Company, LinkedIn profile URL, Activity link, Source (which post they engaged with), Verified (Y/N), Met (Y/N), Notes. Keep one header row and nothing else above the data.

A seat limit of 29

Cap each room at 29 people. Judi's rooms stop at 29 because her combined feed link breaks past that length. Even without the combined link, 29 is about as many names and faces as you can study in the hour before an event.

One-tap access on your phone ADDED STEP

Install the Google Sheets app, open the room sheet once, and add it to your home screen or favorites. Judi's version is an app on her phone. This is the no-code equivalent.

03 Flowchart Map

- 1 Pick one or two source posts**
IN The event's announcement, a speaker's session post, or a sponsor's post → OUT The posts whose engagers are most likely to attend and most relevant to you
- 2 Capture the engagement**
IN The reactions and comments on each source post → OUT A raw paste of names and LinkedIn headlines
- 3 Build the guest list SYSTEM PROMPT 1**
IN The raw paste plus your networking goal → OUT A table of up to 29 people with name, title, company and a priority flag
- 4 Verify every profile by hand**
IN The guest list → OUT A correct LinkedIn profile URL for each person, confirmed by face and company
- 5 Fill the room sheet**
IN Verified rows → OUT A phone-ready room, with an activity link per person (profile URL plus recent-activity/all/)
- 6 Write the door briefing SYSTEM PROMPT 2**
IN The room sheet → OUT A one-line who's-who for each person, ordered by priority
- 7 Scroll it at the door**
IN The room on your phone → OUT Conversations that open with a name and a title instead of a badge check
- 8 Plan the follow-up week SYSTEM PROMPT 3**
IN The room sheet with the Met column filled in → OUT A five-day schedule of whose posts to open each day. You write every comment yourself.

04 System Prompts

Copy each panel whole. Replace every highlighted variable before running.

SYSTEM PROMPT 1

COPY WHOLE

Event Guest List Builder

I am attending this event: [EVENT NAME, DATE AND CITY]

My goal for the event: [WHO I WANT TO MEET AND WHY]

Below is a raw paste of the people who reacted to or commented on one or more LinkedIn posts about the event. It includes names and LinkedIn headlines, and it may include duplicates and noise.

[PASTE THE REACTIONS AND COMMENTS HERE]

Turn this into a guest list:

1. One row per person. Remove duplicates.
2. Columns: Name, Title, Company, Priority (High, Medium, Low), Reason for priority (one short phrase).
3. Take Title and Company only from the headline I pasted. If the headline does not make them clear, write UNCLEAR. Do not guess.
4. Mark Priority High only for people who match my goal above.
5. List no more than 29 people. If there are more, keep the 29 with the highest priority and list the rest by name underneath, under the heading CUT.
6. Do not search for or invent LinkedIn profile URLs. I will add and verify every URL myself.

SYSTEM PROMPT 2

COPY WHOLE

Door Briefing

Here is my verified room for [EVENT NAME], pasted from my spreadsheet. Every title and company in it has been checked by hand.

[PASTE THE ROOM SHEET ROWS HERE]

Write a door briefing I can read on my phone in under five minutes:

1. Group people by Priority: High first, then Medium, then Low.
2. One line per person, in this format:
Name - Title at Company - one detail I could mention
3. Use only the information in the rows above. If a row has nothing I could mention beyond title and company, end the line there.
4. Keep the whole briefing under 400 words.
5. Do not write any suggested openers, scripts or compliments.

SYSTEM PROMPT 3

COPY WHOLE

Follow-Up Week Planner

Here is my room for [EVENT NAME], with a Met column showing who I actually spoke with:

[PASTE THE ROOM SHEET ROWS HERE]

I have [MINUTES PER DAY] minutes a day for the five working days after the event.

Build a five-day follow-up schedule:

1. Day 1: everyone marked Met = Y. I will open each person's activity link and look for a post about the event.
2. Days 2 to 5: spread the rest so each day fits my time budget, High priority first.
3. For each day, list the names and their activity links only.
4. Do not draft any comments, messages or connection notes. I will read each post and write every comment myself.

05 Variable Callouts

VARIABLE	WHAT IT IS	WORKED EXAMPLE
[EVENT NAME, DATE AND CITY]	The event the room is for	RVA Showcase Night, Richmond, Virginia
[WHO I WANT TO MEET AND WHY]	Your networking goal in one sentence, used to set priority	Agency owners and marketing leads at local businesses who might hire a LinkedIn consultant
[PASTE THE REACTIONS AND COMMENTS HERE]	Names and headlines copied from the source posts' reactions and comments	Dana Lee - Marketing Director at a regional bank; Sam Ortiz - Founder, branding studio; ...
[EVENT NAME]	Short event name used in prompts 2 and 3	RVA Showcase Night
[PASTE THE ROOM SHEET ROWS HERE]	The verified rows from your room sheet, copied with their headers	Name, Title, Company, LinkedIn profile URL, Activity link, Met, Notes
[MINUTES PER DAY]	Time you will actually spend on follow-up each day	15

06 Human Quality Control

Three checks before you walk in and before you post. Each one catches a failure named on the episode.

Check 1. Every profile URL in the room was opened and matched by you - same face, same company - before the row was marked Verified.

CATCHES AI matching the right name to the wrong person. Judi found AI got profiles wrong often enough that she made the URL a required manual field, and Mike estimates Claude finds the right person about 60% of the time.

Check 2. The room holds 29 people or fewer, and every High-priority person is someone you would actually walk up to.

CATCHES A bloated room you cannot study in an hour, and the combined-feed limit Judi hit: past about 29 members, the room's single feed link gets too long and breaks.

Check 3. Every follow-up comment was written by you after reading the post, with nothing drafted by AI.

CATCHES Empty comments that repeat the post back, the "Wow, that was so insightful, thank you for sharing" pattern Judi warns about. Over time, she says, those comments feel empty to the people receiving them.