



International Association of Venue Managers, Inc.

_____ CHAPTER MEETING

Date: _____

Time: _____

Location: _____

***DRAFT AGENDA TEMPLATE!
ADJUST TO FIT YOUR
CHAPTER MEETING.***

- Welcome and Introductions
By: _____
- IAAM Members Local Issues – Hot Topics
 - A. _____
 - B. _____
- IAAM District and National update
 - A. Recent or Upcoming Conferences, Meetings
 - B. _____
- New Business
 - A. _____
 - B. _____
- Update on Facility Construction and Expansions
 - A. Impromptu updates by members
- Update on Employment Opportunities or Changes
 - A. Impromptu updates by members
- Educational / Leadership Presentation
 - A. _____
 - B. _____
- Presentation and "Thank You" to Allied Sponsors
By: _____
- Presentation and Tour of Hosting Facility
By: _____

Reception

SPECIAL THANKS TO: _____