



International Association of Venue Managers, Inc.

_____ CHAPTER MEETING

Date: _____

Time: 8:00AM – 2:30PM

Location: _____

***ALTERNATE
DRAFT AGENDA TEMPLATE:
ADJUST TO FIT YOUR
CHAPTER MEETING.***

- Continental Breakfast
- Welcome and Introductions
By: _____
- Educational Session #1
Topic: _____
- Break
- Educational Session #2
Topic: _____
- Lunch
- Round Table Breakouts by area of job relevance
Table #1: _____
Table #2: _____
Table #3: _____
Table #4: _____
- Town Hall – Local Issues
- Presentation and Tour of Hosting Facility
By: _____

Reception

SPECIAL THANKS TO: _____