

Event Organization: Good Practices & Procedures

In an effort to accommodate our members in the creation and delivery of successful and seamless events, please take a moment to review this document. This will ensure sufficient time and effort to properly organize, schedule, and market your event.

1. Plan your event at least **60 days** prior to its launching date: Work on an event description with your committee or task force, figure out if your event will be hosted virtually or in person, create an event budget to include member vs. non-member pricing as well as sponsorship opportunities and any potential expenses (Please be sure your event can either generate some funding for the Chapter or some value for our members. *Events shall not generate an expense for the Chapter).
2. Check our Calendar-At-A-Glance to make sure your proposed date doesn't conflict with any of our currently scheduled events: www.aiaorlando.com/calendarofevents
3. Propose at least two available date options for additional flexibility in case your event needs to be rescheduled or postponed for any number of circumstances.
4. Make necessary arrangements with speakers and/or moderators and gather their headshots and bios ahead of time (at least **40 days** prior to your event). This information will be included on our event page and registration page.
5. Reach out to potential sponsors and request their logos and website URLs once they make a verbal commitment (at least **40 days** prior to your event). This information will be included on our event page.
6. Submit an **Event Submission Form** online: www.aiaorlando.com/event-request-form at least **30 days** prior to your event to ensure we have enough time to create an event page, a registration page, include it on at least 3 E-Charrettes and promote it via social media to ensure a good turnout.
7. If you are planning to offer CEU credits for your event, be sure to include 4 learning objectives. Contact dean@aiaorlando.com for more information on how to get your event approved for CEUs. We would need this information at least **30 days** prior to your event in order to get it approved by AIA National.
8. Provide an event banner: 1200 pixels by 596 pixels. Or a photo if you'd like us to create a banner on your behalf. If you're submitting your own banner, be sure to review our brand guidelines (available for download in our Event Submission page), or request a banner be created by our staff, by contacting ellie@aiaorlando.com (at least **30 days** prior to your event)

For any questions or additional information, please contact Kim Garcia at kim@aiaorlando.com