



Event “Best Practices” Data Collection Form

Events are the heart of AIA; they are where we network, share and learn. Document your event below and it will be added to a database on the AIA CC website and made available to share with your colleagues who are looking for ideas.

Name of person filling out form and preferred contact info (phone or email):

Chapter Name: _____

Date of Event: _____

Title of Event: _____

Brief summary of event: _____

Location for event (briefly describe the venue for those not familiar with the area):

Cost to attend: _____

How do attendees register (phone, email, web form, in person only?): _____

Are you offering any food or drinks at the event: _____

Did you advertise the event to any outside sources (other than AIA website, AIA mailing list): _____

If so please describe: _____

Budget details (was there a budget to conduct the event? _____

Did the cost to attend off-set that 100%? _____

Did you have sponsors (who)? _____

Was there a cost for the venue? _____

Opportunities and challenges with this event (anything you would change to be more successful?):

Please attach or insert any flyers and /or graphics for reference.