



### 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):

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Chapter Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Title of Event: \_\_\_\_\_

Brief summary of event: \_\_\_\_\_

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

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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?):

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