

KC Metro APWA Event Planning Checklist

To have an event created and posted to the chapter website, please follow **ALL of the following** steps below:

*STEP ONE: Schedule your event	
2 nd Year Directors	Apwa.kcmetro.events@gmail.com
Obtain event and date approval by sending rough event details to the above email address. The purpose of this is to avoid conflicts with APWA/other events.	

*STEP TWO (contingent on written approval from Step 1): Set up Event Registration and Publicity	
Joshua Martinez	jmartinez@libertymo.gov
Allison Bruner	ambruner@burnsmcd.com
Provide the below information to Joshua Martinez and Allison Bruner at the above email addresses for event website creation/registration setup and event publicity respectively.	

* Required Steps

For reimbursements please coordinate with the Treasurer	
John Cooper	jcooper@gbateam.com

For assistance with planning and execution of an event	
Tommy Renfro	trenfro@gbateam.com

Please include the following information (* denotes required information):

- Event Name*
- Time, Date, Location*
- Registration Dates (Open and close)*
- Topic*
- Speaker Name(s) – if applicable
- Speaker Bio(s) – if applicable
- Registration Types and Costs*
- Please indicate if the event is free
- Total registration capacity (maximum number of seats/tickets available)*
- Summary of Event (to be used in announcements, should be inclusive of all information needed for an announcement)*
- Meal information – if applicable
- Host Committee*
- Event contact person and information*
- Please note, this person is responsible for securing venues, coordinating details and speakers, and ensuring payment of invoices, deposits, etc.
- Any other applicable information
- Agenda, Pictures, Maps, Theme of Event, Background Information, Etc.

- To create a KC Metro Chapter event and manage registration on the chapter webpage, please contact Joshua Martinez at jmartinez@libertymo.gov

Additional Notes

- Events must be scheduled at least 2 months in advance to allow for sufficient time for creation, notifications, and registrations.
- Event Registration (event planners to contact jmartinez@libertymo.gov for coordination about registration)
- Registration Reports are run on Mondays, at the request of event sponsors.
- We recommended closing registration at least 48 hours ahead of an event, and if appropriate, on a Wednesday (weekly Chapter emails are sent on Tuesdays and we often see several registrations immediately following). Registration will close no later than 3pm the day prior to an event. Event hosts may determine if they will accept late registrations at the door of an event.
- A Final Registration Report will be run after registration closes
- All KC Metro events must go through this approval/event scheduling process.
- Do not contact APWA national to schedule events. They will refer you back to this process.