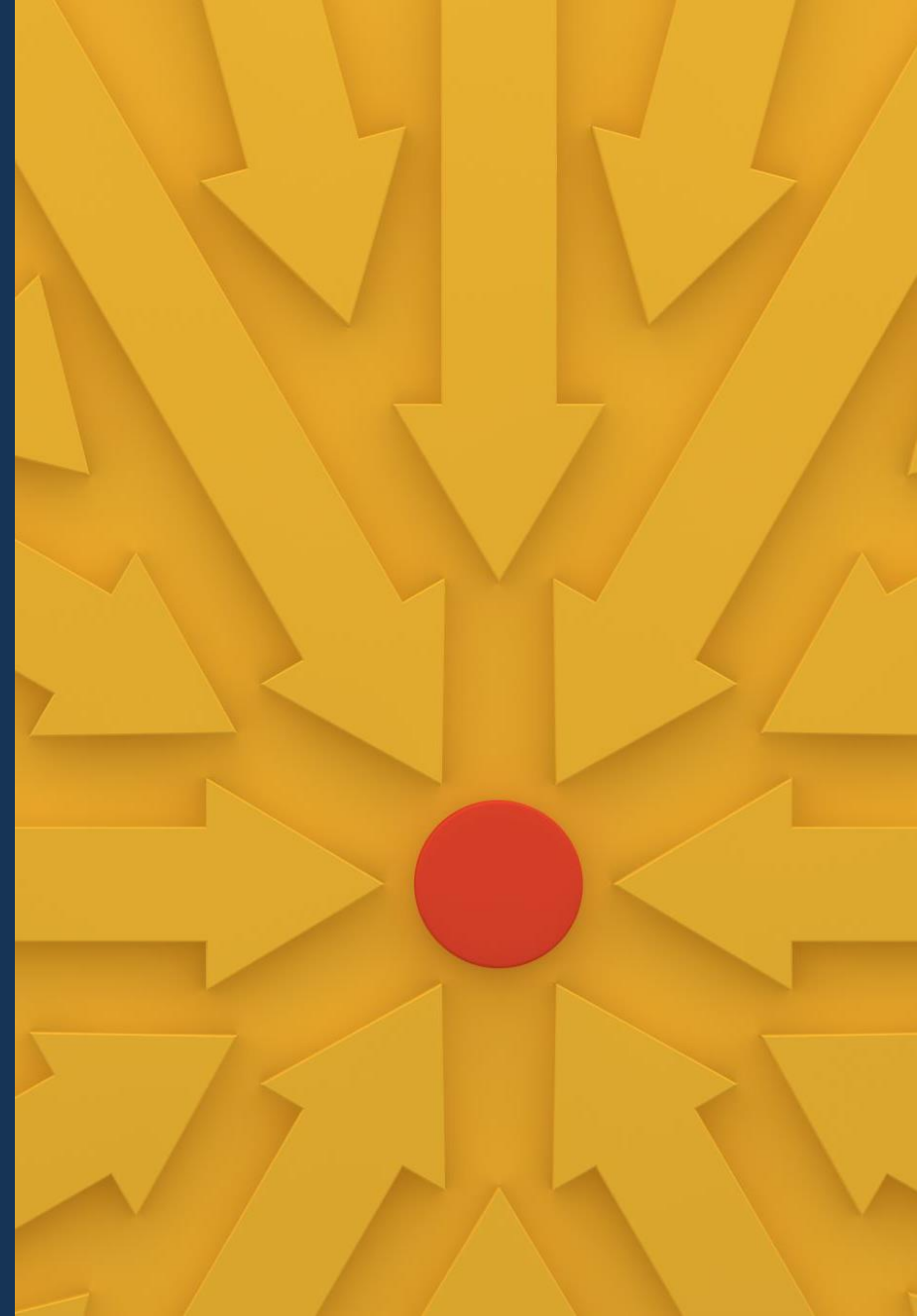


# EVENT MANAGEMENT AND LOGISTICS BEST PRACTICES

# Who Is Your Decision Maker?



The background of the slide is a dark blue, semi-transparent image of a calendar. A red pen is positioned vertically, pointing towards the center of the calendar. The calendar shows days of the week (M, T, W, T, F, S, S) and numbers (1 through 31).

# Best Practices For **Planning AC**

**Define Your Objective & Budget**

**Know Your Meeting Format**



# Choosing A Location

**Time Of Year**

**Accessible Destination**

**Parking**

**Venue Type**



# Contract Negotiations

**Know Your Must Haves Vs. Wants**

**Get Multiple Quotes**

**Read The Fine Print**

# Event Management & **Logistics Best Practices**

**Setting Deadlines**

**Registration**

**Food & Beverage Selections**

**Bill Reconciliation**



# Travel & Meeting Planning Services

Pre-Planning

Event Registration

Logistics

Onsite Services

Post Event

# Best Practices For Annual Conferences





# How Sponsorship Opportunities Can Offset Meeting Costs For Your Annual Conference.



# Don't Make Sponsorship **An Afterthought!**



## Pro-active Planning & Communication

- Updating Website
- Emailing Past Sponsors

# What Are Sponsors Looking For?





# Thank You!



615-369-2368



ConnectionalRelations@gcfa.org



1908 Grand Ave. Nashville, TN 37212



[www.GCFA.org](http://www.GCFA.org)



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