

# Annual Meeting Outline

This form is for the current DFWAPPA Vice President to use as an outline for the Annual Meeting & Awards Banquet.

## DFWAPPA Annual Meeting & Awards Banquet

Date: \_\_\_\_\_

Host Facility \_\_\_\_\_  
Hosting Facility Contact \_\_\_\_\_  
Contact Email Address \_\_\_\_\_  
Meeting Theme \_\_\_\_\_

### The Schedule:

1:00 PM 60 min DFWAPPA board of directors meeting

2:00 PM 30 min Registration and member arrival

2:30 PM 15 min Opening remarks DFWAPPA pres & rep. of hosting facility

2:45 PM 30 min Presentation by hosting facility (theme related desired)

3:15 PM 45 min Facilities or presentation by hosting facility

4:00 PM 15 min Group picture (location by hosting facility)  
Snack (by hosting facility, pd. by DFWAPPA)

4:15 PM 1.45 hrs Presentations

6:00 PM 1.5 hrs Dinner (by hosting facility) (pd. by DFWAPPA)  
Discuss business items, closing remarks prizes etc.

7:30 PM Meeting concludes

Letter to send to meeting host

To [Host]

[Date]

On behalf of DFWAPPA and its members I wanted to thank you for hosting the [Date] \_\_\_\_\_ DFWAPPA meeting at [hosting facility.]

I will be your contact for any information that you'll need. Keep in mind; you are only obligated to provide:

- 1) Small conference room for DFWAPPA board of directors meeting
- 2) Meeting place and dining area sufficient to hold 100 people.
- 3) Registration table with 2 of your staff.
- 4) Name tags for participants. One color for business partners and different color for facilities folks.
- 5) Data projector and over head projector.
- 6) Dinner arrangements for the attendees (DFWAPPA will reimburse up to \$20 per person)
- 7) Location for our group photo.

You also have the option to do a 45 minute presentation or facilities tour by your organization. We would like it to be theme related but this is not required. You must let me know if you do or do not want this opportunity.

Anything beyond this is totally up to you. Note that DFWAPPA will be taking care of invitations, pre-registrations, speakers, and sponsors.

Thanks  
DFWAPPA