

The purpose of this document is to provide CPA Chapter Leaders with information on the process of setting up a Chapter Meeting.

Meeting Planning

Once you have decided to hold a CPA Chapter Meeting you can contact Chris at the CPA Office to assist you with sending out e -mail invitations.

When you are deciding to set up a meeting, you need to consider what type of meeting you are hosting and what are the associated costs. There is a budget planning document available on the CPA website to assist you <http://www.canadianparking.ca/>

Our association software can set up your event and allow people to register online to attend the chapter meeting. In addition, we will be able to have people make payments online if there are fees associated with the meeting. Please remember in order for this event to be covered by our insurance, all contracts must be signed by the CPA Staff.

Checklist

Planning

- ✓ Set date and time
- ✓ Determine type of meeting
- ✓ Sponsorship/Donors
- ✓ Gifts/Prizes
- ✓ Contracts

Financial

- ✓ Registration fee
- ✓ Track expenses and revenues

Communication

- ✓ Contact CPA to set up meeting in Membee
- ✓ E -mail content
- ✓ Track attendees

Day of Meeting

- ✓ Set up venue
- ✓ Track attendance
- ✓ Record any walk ins

Wrap up

- ✓ Finalize all expenses and revenues
- ✓ Send info to CPA
- ✓ Remit attendee information
- ✓ Submit any invoices or payments to CPA Office