

APMP Greater Midwest Chapter In-Person Meetup Checklist

Want to network with APMP members in your area? Planning a local meetup is easier than you may think! Here are **FOUR EASY STEPS** to host a meetup and grow your professional network:

1

MAKE A PLAN

- Keep it simple! Your first meetup doesn't have to be a big event. Just plan a casual breakfast or a happy hour after work.
- Check out the FAQs on our website at apmpgmc.org/local-meetups/.
- Contact our [Local Engagement Chair](#) for support with event planning, promotion and logistics.

2

PREPARE

- Pick a date, venue and theme using our invite templates.
- Reserve your venue and plan food options.
- Finalize the invite, including date, time, location and your contact information for RSVPs. We will distribute and promote your invite through APMP GMC channels.
- Track your RSVPs and provide name tags for attendees.

3

HOST AND MINGLE

- Consider an icebreaker game or discussion topic to get people talking.
- Enjoy meeting new proposal colleagues.
- Be sure to take pictures!

4

WRAP IT UP

- Submit your meal expenses for reimbursement, along with a list of attendees. APMP GMC will reimburse up to \$20 per person, excluding alcoholic beverages.
- Share your pictures with us for our newsletter and social media posts.
- Consider writing a blog post about your event.
- Keep the ball rolling! Ask your guests to help you plan your next meetup. Before you know it, you'll have a local network of proposal professionals to socialize with and support each other.