

APMP Greater Midwest Chapter Virtual 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! Pick a date and plan a discussion topic for your meetup.
- Contact our [Local Engagement Chair](#) for support with event planning, promotion and logistics.
- Check out the FAQs on our website at apmpgmc.org/local-meetups/.

2

PREPARE

- Create your invite using one of our invite templates, including date, time and your contact information for RSVPs. We will distribute and promote your invite through APMP GMC channels.
- Set up a virtual meeting invitation using Zoom, Teams or another online meeting tool.
- Track your RSVPs and email the meeting link to attendees.

3

HOST AND MINGLE

- Consider an icebreaker game or discussion topic to get people talking.
- Enjoy meeting new proposal colleagues.
- Consider taking a couple of screen shots for our blog.

4

WRAP IT UP

- 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.
- Consider writing a blog post about your event.