

IAEM/CTC Austin, Texas  
 Timeline for Prospectus Workshop  
 Luncheon Program

Activity	Target	Completed
Locate a facility to host the luncheon	8 weeks out	
Contact potential judges for availability	8 weeks out	
Send judges confirmation letter, prospectus flyer, Previous years judges, evaluation forms, Additional comments sheet	6-8 weeks out	
E mail the Prospectus Flyer to IAEM membership list	6 weeks out	
Deliver entries to judges for judging	3 weeks out	
E mail reminder of prospectus workshop Give 2 weeks to register for luncheon	3 weeks out	
Get the judges bios and create agenda/intro	2 weeks out	
Give the location a count on lunch	1 week out	
Confirm AV/internet requirements	1 week out	
Print badges of all registered	2 days out	

Judges complimentary lunch and served at panel table at front of room. At desert do a brief introduction asking the attendees to have Q&A after each judge has spoken. Tell the attendees that written evaluations will be given out at the conclusion of the session to the company that entered. Introduce all the judges. The first judge will begin his/her 10 minutes discussion of the brochures. When all judges have spoken, and all questions have been addressed, thank the judges and pass out the judges gifts.