* Choose Hotel for future Annual Meeting
  + Assisted by Rocky Mountain Hospitality furnished websites
* Travel to Hotel, meet staff and inspect meeting space, sleeping rooms
  + This is done in conjunction with Board Of Directors spring meeting (usually March)
    - Travel expenses are the responsibility of the member firm
  + Attend EPC meeting
    - Current year Annual Meeting planning
      * Identify speakers and topics
    - Set Agenda: based on exit surveys
      * Exit Surveys responses are tallied for future planning.
    - Determine
      * Member Tour Sites
      * Golf Sites and prizes
        + Arrange transportation for both
      * Give Away for Members
        + Samples of options may be available at the meeting or sent afterward to EPC members
      * INOC Event
        + Arrange transportation (if applicable)
* After registrations/sponsorships are known stay within budget or it may be necessary to fundraise/sponsorship (sometimes we contact members asking for sponsorship dollars☺)
* Review Program in advance of printing
* Choose Menu items
  + Based on registration funds and sponsorships we may need to revise-cut back
* Annual Meeting
  + Assemble Give Away bags for members
  + Assist with registration
  + Shop & set up Hospitality Suite (when applicable)
  + Develop Exit Survey questions
  + Pass out & collect exit surveys
* Electronic Communication throughout