* 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