



When planning all REIBC chapter events please follow the checklist below:

1. Contact the Executive Officer to discuss chapter funds available for event

2. Choose speaker

- Find out what time and day works best for him/her and try to accommodate.
- Find out what the speaker requires (eg. screen, LCD projector, microphone, laptop, podium, etc.)
- Advise Vancouver office of the date and time so they can ensure that there is not a conflict with another chapter or organization.
- Ask the speaker for a Bio, a picture and a synopsis on what he/she will be speaking on (do they have a title for the session?).

3. Choose location

- The location should be one that is central for most people (members and non- members).
- Ensure that the facility is able to accommodate the requirements of the speaker and that they are cost effective.

4. Decide on the meal

- Usually chicken or fish is chosen for an event

5. Make arrangements with the facility to direct bill to REIBC

- Any credit applications will need to be sent to Vancouver office for completion.

6. Decide if you will have a sponsor(s) - How much will they sponsor?

- Sponsor logos must be sent to Vancouver office so that a sign can be made.

7. Submit event information to Vancouver office

Once you have done the above steps, please contact the marketing coordinator at the Vancouver office with the following list of information so that an event notice can be sent out.

- Chapter contact person
- Venue name and address
- Date
- Start time
- Finish time
- Registration deadline
- Speaker name and titles
- Speaker Bio & picture (if possible)
- Session description
- Cost – Member, non-member, students (if any) - Are other organizations receiving member rates?
- Is it a breakfast, lunch or dinner meeting where a meal will be served?
- Is a poster required to email to other organizations (eg. Chambers, Banks, etc.)?
- Sponsor name, logo and contact information

Note: Please have this information submitted 3 – 4 weeks prior to your event to allow appropriate time for registration.

Contact info:

Email: marketing@reibc.org
Phone: 604.685.3702 ext.103

The Vancouver office will keep track of the registration so that 72 or 48 hours (depending on your venue) they can advise their contact how many people are registered. Venues usually need an official count at least that many hours in advance. Each venue is different so you will need to ask or have it noted in the contract. Contracts should be signed by the Vancouver office.

Registration Information

- All event registration is to be done through the REIBC website event registration system.
- The Chapter Chair and EO will make the decision jointly if an event is to proceed.

Note: Evaluation forms should be completed by attendees after every chapter event which is attached here.