



PROFILE

Geographic Territories:

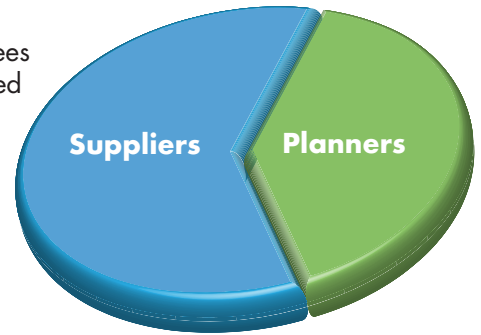
Eastern and Central Pennsylvania, South Jersey, Delaware



Total number of members:

~ **325**

Meetings attract approximately 70-130 attendees with an estimated ratio of 45% planners, 55% suppliers.



Mission Statement:

The mission of the PCMA Greater Philadelphia Chapter is to provide excellent education and networking opportunities to enhance the professionalism and effectiveness of our members in the Mid Atlantic region.

OPEN DATES

- February 6** Chapter Meeting, Breakfast, 8:00am-10:15am
Board of Directors Meeting, 10:30am-12:30pm
- April 14** Global Meetings Industry Day
Chapter Meeting, Reception, 2:00pm-8:00pm
- July 13-14** July 13 - Board of Directors Meeting
July 13 - Chapter Retreat Opening Reception
July 14 - Chapter Retreat, All Day Event
- September 10** Chapter Education Day, Breakfast and Lunch, 8:00am-3:30pm
- October 22** Fundraiser/Silent Auction-
Set Up, 2:00pm-5:00pm-
Event, 5:00pm-8:00pm
- December 3** Board Meeting, 2:00pm-5:00pm
Holiday Party, 5:00pm-8:00pm

INFORMATION & REQUESTS

\$28.00 all-inclusive (F&B and alcoholic beverages) is budgeted for each participant and paid by the chapter to the host facility. Per person budget for the Chapter Retreat is higher.

Complimentary food and beverage for board meetings

Complimentary or discounted parking for attendees

Complimentary AV

Complimentary meeting space

Hosts will have an opportunity for a brief presentation and will receive recognition on the invitation, signage, website, badges, and in the e-newsletter.

Note: Times listed are approximate.

FORMATS FOR MEETINGS & EVENTS

Morning Meeting Format

- 8:00am Registration: Area outside room set with (3) 6' tables
- 8:00am Breakfast Buffet: Set inside meeting room
- 8:30am – 10:15am Program: Crescent rounds for 60-90ppl, LCD
- 10:30am – 12:30pm Board Meeting: Conference style for 12ppl with refreshments

Education Day Format

- 8:00am Registration: Area outside program room set with (3) 6' tables
- 8:00am Breakfast Buffet: Set inside meeting room
- 8:30am – 11:45am AM Sessions: Crescent rounds for 75-125ppl, LCD
- 10:00am – 3:00pm Breakout room: Rounds for 45ppl
- 11:45am – 1:00pm Lunch buffet in separate room

Evening Meeting Format

- 1:00pm – 5:00pm Board Meeting: Conference style for 12ppl with refreshments
- 5:00pm Registration: Area outside program room set with (3) 6' tables
- 5:30pm – 6:45pm Program: Crescent rounds for 60-90ppl, LCD
- 6:45pm – 8:00pm Reception: Scattered cocktail rounds and high boys for 60-90ppl, heavy hors d'oeuvres and open bar

Chapter Retreat Format

Day 1

- 10:00am – 2:30pm Board Meeting: Room set conference style for 15ppl, working lunch
- 6:00am – 8:00pm Opening Reception: Scattered cocktail rounds and high boys for 75ppl, heavy hors d'oeuvres and open bar

Day 2

- 8:00am – 8:30pm Breakfast Buffet: Set inside meeting room
- 8:30am – 3:00pm Meeting: Crescent rounds for 75ppl, AM break, LCD
- 12:00pm – 1:00pm Lunch: Separate room, rounds for 75ppl

October 22nd Fundaiser/Silent Auction

Plans for this event include a silent auction, reception with open bar, heavy hors d'oeuvres, and a DJ. Attendance is estimated at 90-125ppl. The silent auction requires display space for 100+ auction items. For more details, please contact gppcma@comcast.net.

Note: Times listed are approximate.

I am interested in hosting the following events:

Date:	Event:
/	

Alternate Date:	Alternate Event:
/	

Date:	Event:
/	

Alternate Date:	Alternate Event:
/	

Date:	Event:
/	

Alternate Date:	Alternate Event:
/	

Contact Information

Name

Title

Company

Address

City/State

Telephone

Fax

Email

Please return to:
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