Creating a Signature Event

Agenda

* **Introduction of the panel**
  + Who you are
  + Where you’re located
  + Size of Program
  + Give overview of one of your signature events
* **Questions for the panel to answer regarding a specific signature event**
* What are the main things to determine when setting up an event?
* How do you raise awareness for the event and get people involved to help?
* What were some of the obstacles that you had to overcome?
* How did you determine the success of the program?
* What feedback do you get from the attendees and how do you ensure they will attend future programs?
* **Q and A from the audience**