

Luncheon Date: _____

Topic: _____

Speaker(s): _____

Venue: _____

Organizer(s): _____



American Planning Association
Missouri Chapter

MONTHLY LUNCHEON CHECKLIST

Action Item		Complete
General	Determine/confirm luncheon topic	
	Confirm speaker(s) and AV requirements	
	Write brief description of topic (1-2 paragraphs) <ul style="list-style-type: none"> ◆ Confirm with speaker(s) ◆ Speakers must register online 	
	Post to MO APA website <ul style="list-style-type: none"> ◆ Include price, venue, luncheon choices, registration deadline 	
	Contact newsletter editor for inclusion <ul style="list-style-type: none"> ◆ 1st week of meeting month 	
Venue	Identify luncheon location	
	Contact luncheon location and set pricing & menu choices <ul style="list-style-type: none"> ◆ Entrée (include vegetarian option) ◆ Drinks ◆ Dessert 	
	For Missouri luncheons ONLY: send tax exempt letter to venue	
	Confirm maximum seating & room configuration (minimum 50)	
	Other venue considerations: <ul style="list-style-type: none"> ◆ Per person cost should be ~\$10-\$12, including tip & delivery fee ◆ Room fee or deposit required? ◆ Deadline for head count ◆ Policy regarding last minute additions 	
Equipment	Microphone/speaker system <ul style="list-style-type: none"> ◆ Section has a portable system if needed 	
	Laptop <ul style="list-style-type: none"> ◆ Confirm software/slide deck compatibility 	
	Projector	
	Screen (or clear wall)	
AICP CM Credit	Coordinate with SLMS Chapter's Professional Development Officer (PDO)	
	If applying for CM Credits, use form provided by the PDO <ul style="list-style-type: none"> ◆ Form is available on PDO section of MO APA website ◆ If you need help with the form, please contact the PDO 	
	Submit form to PDO as early as possible <ul style="list-style-type: none"> ◆ It's preferable to have CM submitted in time for announcement in newsletter and approved by luncheon date 	
AICP certified speakers/CM credit available		
Contact the SLMS Treasurer for attendee count and report anticipated cost		
One - two days before the luncheon confirm: <ul style="list-style-type: none"> ◆ Speakers ◆ Venue ◆ Equipment ◆ Sign-in sheets ◆ Slide deck compatibility ◆ Attendee count ◆ Nametags for attendees ◆ Evaluations 		

INFORMATION NEEDED TO SUBMIT FOR CM CREDITS

1. Name of Event
2. Start and End Date/Time
3. Event Location
4. Website Link (if applicable)
5. Topic (select all that apply)

Citizen Participation
Demographics
Environment
History
Law
New Urbanism
Property
Site Plans
Social Equity
Transportation

Climate
Density
Green Communities
Housing
Mixed-Use
Parking
Revitalization
Small Towns
Streets
Urban Design

Comp. Planning
Economic Development
Hazards
Infrastructure
Neighborhoods
Parks & Open Space
Signs
Smart Growth
Technology
Zoning

6. Clearly describe the planning-related educational objective that this training achieves (e.g. what AICP members will learn).

Note that the content must be designed to teach subject matter in appropriate depth and scope for the level of a typical AICP member (e.g. a planner with at least two years of experience). Content intended for planning commissioners or elected officials, or that are basic in nature (e.g. subject matter taught in planning school) are not eligible.

7. For Each Instructor:

Name & Designation (AICP or FAICP)

Biographical Information

8. Number of Credits Requested

Law or Ethics?