# MONTHLY LUNCHEON CHECKLIST

**General**
- Determine/confirm luncheon topic
- Confirm speaker(s) and AV requirements
- Write brief description of topic (1-2 paragraphs)
  - Confirm with speaker(s)
  - Speakers must register online
- Post to MO APA website
  - Include price, venue, luncheon choices, registration deadline
- Contact newsletter editor for inclusion
  - 1st week of meeting month

**Venue**
- Identify luncheon location
- Contact luncheon location and set pricing & menu choices
  - Entrée (include vegetarian option)
  - Drinks
  - Dessert
- For Missouri luncheons ONLY: send tax exempt letter to venue
- Confirm maximum seating & room configuration (minimum 50)
  - 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
  - Section has a portable system if needed
- Laptop
  - 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
    - 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
  - It’s preferable to have CM submitted in time for announcement in newsletter and approved by luncheon date
- AICP certified speakers/CM credit available

**One - two days before the luncheon confirm:**
- Speakers
- Venue
- Equipment
- Sign-in sheets
- Slide deck compatibility
- Attendee count
- Nametags for attendees
- Evaluations

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**Luncheon Date:**

**Topic:**

**Speaker(s):**

**Venue:**

**Organizer(s):**
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  Climate  Comp. Planning
   Demographics         Density      Economic Development
   Environment          Green Communities  Hazards
   History              Housing       Infrastructure
   Law                  Mixed-Use     Neighborhoods
   New Urbanism         Parking       Parks & Open Space
   Property             Revitalization  Signs
   Site Plans           Small Towns  Smart Growth
   Social Equity        Streets       Technology
   Transportation       Urban Design  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?