

1-Day Workshop Event Planning Kit

The 1-Day Workshop Event Planning Kit is a comprehensive turnkey kit for organizations who are interested in successfully promoting and implementing the intensive small business workshop offered in partnership with MyZe Strategies. The goal of the kit is to provide the biggest marketing impact using the smallest amount of time and other Chamber resources. The Event Planning Kit contains:

- The Event Planning Guide
- Marketing and Promotion Worksheet – to help the MyZe Team identify and customize promotional opportunities already available through the Chamber for maximum impact
- Checklists for each milestone leading up to the event, including the day of the event and post event checklists
- Sponsorship Kit – including amenities, templates for requests, agreements and sponsorship communications
- Social Media Strategy and Materials
- Promotional Materials – talking points, media releases, flyers, posters, email communications

For additional information, review the Table of Contents from the Event Planning Guide.

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