**Bismarck GIG Meeting for Event Planning**

**Monday 6/16/14**

Event Planning Topics for Bismarck GIG Networking Kick-off event

**Date set:** Thursday September 18th

**Time:** 4:30-6:00pm

**Location:**

* Rachel Leigh: Will follow up and research locations and email back her recommendation
* Recommendations or follow ups sites may include:
	+ The Luft, Blarney Stone, Humpback Sally
	+ Prefer free location based on ATD will provide 1 drink ticket and appetizers to participants
	+ We should set a budget – initial conversation around $300-$350 for 20-25 people.

**Marketing:** Discussion on marketing ideas

* Contact and send information to:
	+ CDHRA
	+ Government groups
	+ Young Professionals Network
	+ Nation Members of ATD that are located in the Bismarck area
* Door Prizes and Give-Aways:
* Kindle purchased by FM-ATD
* Seek training vendors/sponsors for prizes such as Trainers Warehouse (Sara Johnson follow up)
* Discussion around companies such as Target (did not have point person assigned)
* Entry for prizes with completing survey and additional entry for being present at social event. Must be able to pick up prizes in Bismarck if not in attendance at event.

**Survey**:

* Lindsie will get a draft to Robyn for Survey Monkey survey creation
* Also have a link to survey added to the website
* Survey Completion to will also create an entry to door prizes for event, must be able to pick prizes up in Bismarck if not in attendance at event.

**Website**:

Clarification on membership additions and field properties for contact information. Note if they are Bismarck member for communications and also for Bismarck member rates.

**Cost**: Network event is free with 1 drink ticket and appetizers.