

THE AMERICAN PAYROLL ASSOCIATION'S **2017 BEST STATEWIDE OR REGIONAL MEETING CONTEST**

Planning for a successful statewide or regional conference takes a lot of time, hard work, and teamwork! It's time to share the fruits of your labor by entering the **2017 Best Statewide or Regional Meeting**.

Submit your entry online with pictures of your 2016 statewide or regional conference materials and responses to the following questions.

CONFERENCE THEME

1. How was your theme selected? What is the importance behind the theme?
2. Include photos of:
 - a. Decorated themed items, such as centerpieces, banners and signage, exhibit hall entrance or stages, door prizes, themed entertainment, contests, costumes, etc.
 - b. A giveaway, "trinket," or specialty item relating to the theme.

PLANNING/MARKETING

1. How long did you spend planning the event?
2. How many chapters participated in the production of the event? Please list all chapters.
3. What methods did you use to market your event? What method was the most successful and why?
4. Provide a sample or picture of:
 - a. Educational or promotional flyers or brochures
 - b. Other event items (i.e., workbook, brochures, handouts, bag, t-shirt, tickets, badges, etc.)
 - c. The onsite registration packet and/or other themed materials given out at registration
5. Do you have a website for the Statewide?
6. How do you use social media to market your Statewide?
7. Did you meet your budget goals?
8. How many chapter members vs. non-chapter members attended?



2016 1ST PLACE WINNER: GREATER NASHVILLE CHAPTER, EAST TENNESSEE PAYROLL ASSOCIATION, CHATTANOOGA CHAPTER, MEMPHIS CHAPTER.

THEME: PAYROLL ROUND-UP

EDUCATION

1. What topic categories did you offer and why?
2. How were your speakers and topics selected?
3. How many RCH credits were provided to participants?

RECOGNITION

1. Were special recognition awards presented? If so, to whom and for what? (i.e., Memoriam, Professional of the Year, or Outstanding Chapter Member)
2. Do you offer a Payroll or Education Grant? If so, how do you choose the winners? What type of grants do you offer?

Include your chapter name in the header or footer of each page of the contest entry.

NEED HELP?

Email Chapter Relations at
chapterrelations@americanpayroll.org
or call (210) 226-4600

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DEADLINE: FRIDAY, MARCH 3, 2017