Planning a Local Networking Event

What Types of Events Can Be Planned?
Examples include restaurant dinners, movie nights, book clubs, happy hours, lectures, museum visits, and coffee klatches.

When?
Choose a time that will appeal to most AMWA members you know. Often weeknights are better for dinners or happy hours, for example. Try to plan the event 4-6 weeks in advance.

Where?
Choose a location you like or where you have attended a networking event in the past, preferably a location that is group-friendly, with parking, and access to public transportation.

Check to see if reservations are required. If you are not sure how many people will attend, make a reservation for up to 10 people – ask the business when they need an updated head count.

How Do I Invite People?
Invite people about 4-6 weeks before the event with a follow up 1-2 weeks before.

- Contact AMWA (sharon@amwa.org) to email to members in your area.
- Post a message on AMWA Engage.
- Share the invitation on social media channels (LinkedIn, Facebook, Twitter, etc.).

Be sure to include:
- the details about the type of event (lecture, dinner, etc.)
- date and time
- location (address and link to website if available)
- if there is a cost involved
- if RSVPs are required
- contact information for any questions

Next Steps.

- Confirm the reservation with an updated count.
- Arrive early to the event to greet everyone.
- Take some pictures and share with AMWA!
- Follow up with attendees afterwards, thanking them for coming and to solicit ideas for the next time.