



Washington DC Metro Area Chapter
Luncheon Program
Thursday, August 16, 2007

Planning for a successful site visit
“Get out the good china; company’s comin’ over!”

This program will address the important steps you can take to ensure your organization is ready for its next site visit. Whether it’s a representative from a corporation, a foundation or an interested individual, this is your organization’s opportunity to shine and to get your key messages across. What should you have prepared for your visitors? How many staff members should they meet? How long should they stay? Who leads the tour? Do you invite board members to participate? Come and hear from a panel of experts and professionals with experience in making this happen for their organizations.

This program is being presented in cooperation with the National Capital Area Chapter of the American Association of Grant Professionals.

Panelists:

- Robin Lewis Development Manager, The SEED School of Washington, D.C.
- Teri Blandon Manager, Foundation & Government Development, WETA TV/FM
- Judith Cyphers Director of Grants, Hattie M. Strong Foundation

Time: 11:30 a.m. – 1:30 p.m.
Location: Army and Navy Club, 901 17th Street, NW (Between I & K), Washington, DC 20006
Cost: Member - **\$40** (in advance - before 12:00 p.m. on Friday, August 10)
Non-member - **\$50** (in advance - before 12:00 p.m. on Friday, August 10)
There is a \$15 fee for late and on-site registrations.

First Name: _____ **Last Name:** _____

Credential: CFRE: _____ ACFRE: _____

Organization: _____

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: _____ **E-mail:** _____

Special Meal: vegetarian: _____ dairy free: _____ **Status:** member: _____ non-member: _____

Total Due: \$ _____

Credit Card Number: _____ **Exp Date:** _____

Credit Card Type: Visa: _____ MasterCard: _____ American Express: _____

Signature: _____

Reservations: Must be held with a credit card. Must be made (or cancelled) by 12:00 p.m. on Friday, August 10th
***Late Reservations:** Reservations made after 12:00 p.m. on Friday, August 10th will be charged a late reservation fee of \$55 for members and \$65 for non-members. **Late Cancellations** and **No Shows:** Will be billed for the luncheon.