AIA Asheville offers the Boxed Lunch program to provide our allied members, sponsors an opportunity to reach our membership, particularly from the small firms that are challenging to get to, with educational programs related to their products, systems, and services. Here are a few reasons why this is a great opportunity:

- Directly target over 200 Architect and Associate Members
- Present directly to principals and project architects in one place, saving time and money
- Information regarding the program is sent to all 500 people on our e-mail list.
- You save time and money by presenting to people from a variety of firms in one place.
- AIA Asheville will facilitate the space and lunch

**WHAT YOU DO**

- Work with the AIA Asheville staff to set a date at least six weeks before your preferred presentation time. Payment is due at the time of booking.
- For non AIA/CES providers submit four learning objectives and the program three weeks in advance of the program date. For AIA/CES providers submit a title, brief description of the program three weeks in advance of the program.
- Provide an educational program consistent with AIA/CES educational standards. Programs must be at least one hour in length to qualify.
- Your registration form and payment must be received to secure your date. Dates are reserved on a first-come, first served basis, so don’t wait to sign up!

**WHAT WE DO**

- Send out the electronic announcement of the program to members as soon as we receive it from you. This gives your company exposure even if the member doesn’t attend.
- Place the event on our website and facebook calendar.
- Provide the meeting space in the Grove Arcade located in downtown Asheville. The room can hold up to 49 people. Average attendance for boxed lunches is 30-40 people.
- Provide lunch for all attendees
- Setup the space for the seminar and clean up after the conclusion.
- Advise you on AIA/CES guidelines, if needed.
- Provide a sign-in sheet that asks for company names and e-mail addresses for your follow up later.
BOX LUNCH SEMINAR REGISTRATION

COST: $750 (Payment covers room fee, setup, lunch, and clean-up)*

Checks made out to: AIA Asheville, P.O. Box 3121, Asheville, NC 28801 -or- Pay online at www.aiaasheville.org
Please e-mail this form back to boxlunch@aiaasheville.org

PROGRAM INFORMATION

Contact Name: ____________________________
Company: ________________________________
Address: _________________________________
City/State/Zip Code: _______________________
Contact Phone: ___________________________
E-mail Address: ___________________________
Box Lunch Seminar Presenter: _______________
Box Lunch Seminar Title: ___________________
Brief Description of Program: __________________
________________________
________________________
Has this program been pre-approved by AIA/CES? __________________

If you have any additional questions contact Brian Cook, AIA at boxlunch@aiaasheville.org
*Don’t forget to inquire about discounts to our sponsors