Planning an HBA event

Follow the HBA event planning standard operating procedure, which can be found below. HBA has created two separate SOPs, one for in-person educational programs and one for in-person networking events (since the scope of planning a networking event is often smaller).

Within each SOP, enter the event date (or tentative event date) and the names of your team members where indicated at the top of the sheet and the document will populate all of your target deadlines and action item owners. Save this document somewhere your team can access and update it as you work through the process.

Standard Operating Procedures Checklists:

- Event Planning Checklist - In-Person Educational Events.xlsx 🔗
- Event Planning Checklist - In-Person Networking Events.xlsx 🔗

Additional resources:

- Event content guidelines
- Event speaker management guidance

If you have additional questions, please contact your regional president of education and events or HBA Central at events@hbanet.org.