

Chapter Event Planner: Leadership Summit Prep

Summit Dates: February 19–21, 2026 | Tucson, AZ

Step 1: Our Top Priorities

What do we want to learn or solve at the summit?

1. _____
2. _____
3. _____

Step 2: Key Questions to Ask

Brainstorm with your board:

- _____
- _____
- _____
- _____

Step 3: Topics That Matter Most

- | | |
|---|--|
| <input type="checkbox"/> Chapter Leader Roles | <input type="checkbox"/> Value Proposition & Calendar Planning |
| <input type="checkbox"/> Building a Better Board & Volunteer Pool | <input type="checkbox"/> Communications & Marketing |
| | <input type="checkbox"/> Innovation Lab & Collaboration Quest |

WHY?



Step 4: Chapter Cheat Sheet

Attach or list:

Our Top 3 Goals for 2026

1. _____
2. _____
3. _____

CURRENT CALENDAR OF EVENTS

Attach or highlight the basics

KEY CHALLENGES & OPPORTUNITIES

- _____
- _____
- _____
- _____

Step 5: Post-Summit Plan

How will we share what we learn?

☐ Recap Meeting Date: _____

☐ Summary Email Date: _____

☐ Other: _____

