

## 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

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## KEY CHALLENGES & OPPORTUNITIES

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## Step 5: Post-Summit Plan

How will we share what we learn?

Recap Meeting Date: \_\_\_\_\_

Summary Email Date: \_\_\_\_\_

Other: \_\_\_\_\_

