

# Equipment Manager Education

## Example Meeting Agenda

### 9:00-9:30am: Attendee Sign In

- Contact list (make sure information is current)
- Coffee & donuts (could be provided by facility)

### 9:30-10:00am: First Presentation

- Superintendents association (local superintendent)
- Topic (local current events)

### 10:00-10:30am: Second Presentation

- Vendor or Equipment Manager (local vendor/EM)
- Topic (extension of first topic/related topic)

### 11:30am-12:00pm: General Discussion

- Review & discussion (keep discussion on track with previous topic)
- Next location (determine the location of next meeting)
- Education topics (discuss future possible topics)
- Volunteers (identify people willing to help with the next meeting)

### 12:00-12:30pm: Lunch

- Food expense (vendor or manufacturer could provide the food)
- Drink expense (one of the other vendors could provide beverages)
- Education presenter (the other vendor could provide the education)
- Rotate expenses between vendors
- Local superintendents' association may help in the future

### 12:30-1:00pm: Roundtable Discussion

- Best practices (share practices that benefits your equipment/course)
- Issues/challenges (discuss issues, challenges, & possible solutions)
- Networking

### 1:00-2:00: Equipment Display

- **Related Equipment** (Big 3 to bring related equipment to topic)
  - Allows the vendors that provided the expenses to gain a benefit
  - Equipment related to the topic for educational purposes
  - New technology or addition to their brand
    - Note: To earn GCSAA education points for this contact time, ensure the content is non-commercial (i.e. why you should buy it from me) and educational (i.e. discussion on how to use the equipment; the science behind its development; safety practices; etc.)
- **Quiz/Questionnaire**
  - 10 questions related to each vendors equipment
  - Allow vendors to help decide what they would like answers on
    - Sales literature provided
    - Interaction with each sales rep
- **Prizes/Giveaways**
  - Vendor provided gifts (hats/jackets/tools/tickets/etc.)
  - Name draw