



## Nebraska FBLA Area Meetings

### So, you've decided to host an area meeting...

By taking the initiative to host an area meeting you have given yourself the ability to increase networking substantially between chapters, to develop your business and leadership knowledge, and to simply have a good time!

The following pieces of information in this brochure will be of much assistance to you at your area meeting especially with organization and implementation.  
Best of Luck!

### After inviting guests, make an agenda!

1. Opening (Welcome; thank chapters for attending)
2. Chapter President's Welcome
3. Introduction of Chapters in Attendance
4. Greetings from State Officer
5. Opening Icebreaker
6. Keynote Speaker
7. Activity
8. Recognition of Special Guests
9. Prize Raffle (Door prizes)
10. Closing

### Meeting Agenda!

301 Centennial Mall South  
P.O. Box 94987  
Lincoln, NE 68509-4987

The main goal of an area meeting is to increase face-to-face communication between members, also known as networking.



### Networking!

**A Successful Area  
Meeting Requires  
Networking!**

# Area Meetings

To effectively host an area meeting you need to know the key components of what an area meeting includes.

## Key Parts of an Area Meeting

### Keynote Speaker

There are endless possibilities for selecting a keynote speaker for your meeting. The following are a few possible ideas for speakers at your meeting: Advisory Council Members, Local Business Leaders, State Officers, and PBL State Officers.

### Icebreakers

Icebreakers are designed to relieve tension between people who do not know each other. Icebreakers are a great way to open meetings! There are thousands of icebreakers on the Internet! Here are a few examples: Two Truths and a Lie (small groups and members give three facts about themselves but one will be a lie), Autograph Sheet (medium to large sized groups), Beach Ball (write questions on it and pass around the room and person who catches answers the question that is touching their left thumb), and the Human Knot!



Be sure to think of ways to get people to your area meeting such as **FOOD** and **DOOR PRIZES!**

### Food

Food is a great way to keep members around after the formal meeting. It also helps you fulfill one of the main goals of an area meeting: networking among members.

### Door Prizes

People love free stuff. Why not give them the possibility to win free items at your meeting? Candy, food coupons, and water bottles are great ideas for door prizes. When members enter the meeting, have them write their name on a slip of paper and put them into a bucket. During the meeting, draw names and allow members to select their prize.

### Social Media

If you would like a person to speak at your meeting, but it is too far for them to travel, you can use social media to bring them to the meeting. Using Skype and Google Hangouts allows members to see the speaker and allows the speaker to interact with members.