



Lunch & Learn Guidelines & Sponsor Application

Thank you for your interest in sponsoring an AGC "Lunch & Learn!" These short educational sessions are for the benefit of AGC members to have the opportunity to continue their industry education in short manageable timeframes over the course of the lunch hour. This document outlines what is typically expected of a lunch and learn session. Please fill out the information below regarding what topic you could provide for the members and note any variance from the general outline. The AGC Education Committee will review for approval.

Lunch & Learn Outline

- √ Topics: Construction industry oriented focused on a particular audience (Owner, PM, Superintendent, Accounting, Admin, Estimating, etc.)
- √ Length: 1-2 hours
- √ Size: 10-15 attendees if at AGC Office. More if space and lunch sponsor allows
- √ Lunch: Provided to attendees by AGC. Sponsored by member company or speaker
- √ Location: AGC Office, appropriate field location, or an approved location suggested by speaker.
- √ Cost to members: Typically free; however a fee may be charged if appropriate and approved by the Education Committee

Sponsor Application

Name of Presenter _____ Phone # _____

Email Address _____ Fax # _____

Company Name & Address _____

Subject/Topic _____

Proposed Location _____

Max Attendees _____ Audio/Video Needs _____

Date proposed - 1st Choice _____ 2nd Choice _____ 3rd Choice _____

Briefly describe the presentation (will be used on the flyer). Attach outline/PowerPoint slides if available.

AGC Information

Lunch Sponsor _____ Date Confirmed _____

Topic Approved by Committee? _____ Committee Member Responsible: _____

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Thank you for supporting your AGC Education Committee!