



## Recommended Agenda and Outline for PCC Day Events

- ✓ Local PCC Host Official Opens Event:
  - Reviews agenda
  - Asks attendees to fill out survey
  - Handles all introductions, including HQ Guest Speaker
- ✓ HQ Portion of Program Begins:
  - Headquarters Guest Speaker shares his/her role ( 5 minutes)
- ✓ HQ Guest Speaker Plays PCC PMG/Executive Leadership Team (ELT) Taped Corporate Message (20 minutes)
- ✓ HQ Guest Speaker Shares PowerPoint presentation (20 minutes)
- ✓ HQ Guest Speaker invites audience to participate in a Q/A session (15 minutes)
- ✓ Local PCC Customizes Agenda to their Local PCC Need
  - Presentation of other guest speakers
  - Workshops
  - Exhibits