



## 2017 BOMA South Puget Sound

Trade Show and Technology Expo - Back to School

Property Management 101

8:00 AM - 8:15 AM	<b>Introductions and Agenda for the Day!</b>	
8:15 AM - 9:00 AM	<b>Tenant Improvements 101 (session 1)</b> <i>When to use a GC</i> Budgeting	1
9:00 AM - 9:30 AM	<i>Tradeshow Break / Networking</i>	
9:30 AM - 10:30 AM	<b>Tenant Improvements 101 (session 2)</b> Permitting Project Management	1
10:30 AM - 12:00 PM	<i>Tradeshow Break / Lunch starts at 11:00 AM</i> <i>Catered Lunch prepared and served by TBD</i>	
12:00 PM - 1:00 PM	<b>Selecting A Service Provider</b> <i>Setting expectations</i> <i>Qualifying RFQ</i> <i>the RFP process</i> <i>Interviews, Selection, Award</i>	1
1:00 PM - 1:30 PM	<i>Tradeshow Break / Networking</i>	
1:30 PM - 2:30 PM	<b>Tenant Communications</b> why is it important Which mode: text, email, phone Personality types Best Practices - what works	1
2:30 PM - 3:00 PM	<i>Tradeshow Break / Networking</i>	
3:00 PM - 4:00 PM	<b>Prospecting for Properties</b> partnerships Resources Organizations/ Associations Advertising	1
4:00 PM -	<b>Closing Remarks and Thank You's</b>	5 clock hours