



2017 BOMA South Puget Sound

Trade Show and Technology Expo - Back to School Property Management 101

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