

### STEP 3: DETERMINE KEY PLAYERS TO INVITE TO SUMMIT

#### REGIONAL WORKFORCE DEVELOPMENT SUMMIT INVITATION LIST WORKSHEET

Representing	Name/Title	Contact Information	Follow-Up Call Yes/No
P-12 Education District/s			
Community College/s			
University/ies			
Other Education and Training			
Workforce Board Members/ Executives			
Businesses – Service Sector			
Businesses - Manufacturing Sector			
Businesses – Retail Sector			
Businesses – Healthcare Sector			
Businesses – Hospitality/ Tourism			
Businesses – Other Sectors			

Representing	Name/Title	Contact Information	Follow-Up Call Yes/No
Mayors			
City Councils			
County Commissioners			
School Board Members			
Regional Councils of Government			
Other Elected Officials			
Labor Unions			
Chamber of Commerce (Members and Staff)			
Workforce Boards			
Economic Development Organizations			
Community-Based Organizations			
Foundations			
Civic/Service Organizations			
Faith-Based Organizations			

Representing	Name/Title	Contact Information	Follow-Up Call Yes/No
Civic/Community Leaders			
Students Leaders (High School, College)			
News Media (Print, Broadcast)			
State-Level Workforce and Economic Development			
Other			

### OVERALL SUMMIT INVITATION LIST REPRESENTATION

Representation	Yes	No
Gender		
Race/Ethnicity		
Economic Strata		
Age		
Major Business Sectors		
Organizational Decision-Makers – Private Sector		
Organizational Decision-Makers – Public Sector		
Professions		
Production Workers/Craftsmen		
Students		