

PLEASE FORWARD THIS INFORMATION TO YOUR EXECUTIVE BOARD MEMBERS AND GENERAL MEMBERSHIP.

November 14, 2022

## Save the Date: National PCC Week Dates Confirmed for 2023

Save the Date – National PCC Week dates have been confirmed for 2023. The weeklong event will take place between September 18 and September 22, 2023. National PCC Week is an opportunity for PCCs to come together, network, and celebrate with fellow PCC members accomplishments from the past year. PCC Week is also an opportunity to learn about what's new and trending in the mailing industry, recognize exemplary leadership, and take advantage of the grassroots network that makes PCCs a successful solution for local business growth.

Many PCCs use PCC Week as a way to generate high visibility for vendors at their events. This, along with the educational workshops included in the agenda, provide powerful interactive content that increases ROI for all in attendance. One of the main objectives for PCCs is to create strong networking opportunities, PCC Week continues to remain the best time of year to do so.

It is never too early to start planning. The PCCAC Education Sub-Committee has a great tool called the *PCC Event Planning Template 3.0*, located on the *PostalPro* site – <u>https://postalpro.usps.com/node/6402</u> under the Education tab.

Some agenda topics PCC Board Members should be discussing are:

- Which date and time works best for our PCC Board and Members?
- What type of event In-person, hybrid, or virtual?
- Notify Industry Board and USPS Leadership District Manager, Plant Manager, District Sales Manager, Business Mail Entry Manager, Manager Customer Relations, etc. Have them block out their calendar now.
- Where do we want to host our event? Which venue is best suited for our PCCs needs and wants?
- PCC Week Sub-Committee Who can we solicit from our Membership to lead a PCC Week Sub-Committee?
- Sponsorships Plan early and solicit for sponsors. Host a golf tournament.
- Review past PCC Week events What worked and what didn't work for your PCC? Perhaps reach out to another PCC for guidance and advice.
- Are their neighboring PCCs that you should partner with?
- What topics do you want to add for workshops and start soliciting your Industry speakers. (Do not reach out to USPS.)
- Vendor Tables start soliciting now so companies can plan and add to their calendar.
- Do you want to provide meal (breakfast/lunch) or add a tour?

More updates and discussions will be forthcoming but if you have any questions, please reach out to <u>PCC@usps.gov</u>.

## **Customer Outreach, Corporate Affairs**

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