

QUICK GUIDE TO BECOMING THE NEXT AVM

Congratulations!

The VMA Professional Development Committee is delighted to advise that you have successfully fulfilled the required 150 points, as outlined in the Eligibility Criteria Scoresheet, in order to apply for the designation of Accredited Venue Manager (AVM).

Please follow the steps and deadlines as outlined below regarding what is required from you, in order to achieve the AVM certification.

Please contact Suzie Crawford should you have any queries regarding the below.
 email: education@vma.org.au or call +61 (0)7 5501 6000

Steps	Deadline
Step 1: The names and details of two (2) Referees must be supplied to the VMA Office on the required form.	By 29 September 2017
Step 2: An invoice will be forwarded to you, for the sum of \$200.00 plus GST, with payment required to be made within 30 days of date of issue.	By 27 October 2017
Step 3: Upon receipt of payment and notice of the two (2) Referees, the AVM Assignment will be sent to you via email. The AVM Assignment to be submitted to the VMA office, once completed, but no later than 8 December 2017.	By 8 December 2017
Step 4: Applicant is advised of 'pass' or 'fail' of the AVM Assignment by no later than 9 February 2018.	By 9 February 2018
Step 5: Referee Forms will be sent to the applicant's nominated Referees, which must be returned to the VMA Office by no later than 23 February 2018.	By 23 February 2018
Step 6: Upon receipt of satisfactorily completed Referee Forms, the applicant is interviewed by the Professional Development Committee by no later than 2 April 2018.	By 2 April 2018
Step 7: Applicant to be advised of the results of the AVM Assignment, referee checks and interview, by no later than 20 April 2018.	By 20 April 2018
Step 8: Successful Accredited Venue Managers will be acknowledged at the Venue Industry Congress Gala Dinner – Auckland, New Zealand, 22 nd May, 2018	22 May 2018

Please understand that the VMA Board's decision in regard to your progression through the AVM Program, satisfactory completion of all required steps and decision to award accreditation is final.

Please be aware that you may need to have available material and/or referees to verify your eligibility and progression through this accreditation.