

**2019 Aviation Week [EVENT NAME]**  
**[EVENT LOCATION]**  
**[EVENT DATE]**  
**[EVENT TIME]**  
**Agenda**

- I. Welcome/Introductions – *Mayor* 5 minutes
  - a. Local Council Members
  - b. City Manager/County Administrator
  - c. Airport Manager/Airport Commissioners
  
- II. Highlight of Local Aviation-Related Program 15 minutes
  - a. Introduction of Program
  - b. Program’s Impact, Groups Served (e.g. Youth, Businesses, etc.)
  
- III. Local Legislator’s Comments – 15 minutes
  - a. Aviation’s Impact on Commerce and Growth
  - b. Local Proclamation
  - c. Recognition of any attending State Congressional Delegates
  
- IV. Closing Remarks – *Mayor* 5 minutes