**Women's Chamber of Commerce: International Women’s Day 2020 Luncheon & Summit**

**Event Overview** To celebrate International Women’s Day, the Women's Chamber of Commerce hosted a Luncheon & Summit on March 11, 2020, at the Federal Reserve Bank of Atlanta. The event gathered a distinguished audience, including business leaders, policy influencers, and advocates for women’s advancement. The summit focused on celebrating the achievements of women in business and inspiring future growth and collaboration.

**Project Scope** My involvement in this event was twofold, showcasing my creative, public speaking, and event management skills. I was entrusted with designing the event brochures to capture the summit’s essence and provide essential information in an accessible, visually engaging format. Additionally, I was honored to serve as the event’s opening speaker, where I delivered the Welcome speech, introduced the Supporter Acknowledgements, shared event announcements, and led the Awards Presentation.

**Execution**

1. **Brochure Design** I crafted the event brochures to align with the Women’s Chamber of Commerce’s brand, utilizing empowering visuals, concise messaging, and an organized layout that resonated with the theme of celebrating women. The design balanced professional elegance with creativity, ensuring the brochure was both functional and memorable for attendees.
2. **Event Speaking** My role as the speaker allowed me to connect with the audience from the outset. The Welcome speech set an inclusive and celebratory tone, while my delivery of Supporter Acknowledgements underscored the vital contributions from sponsors and partners. During the Announcements and Awards Presentation, I emphasized the accomplishments of awardees, inspiring guests and spotlighting role models in the community.
3. **Event Management Support** Beyond my formal responsibilities, I provided on-site support to ensure the event ran smoothly. This involved coordinating with the event team on timing, preparing notes for the award presentations, and liaising with the Women’s Chamber of Commerce team to ensure a seamless experience for guests.

**Impact**

My contributions were well-received, with positive feedback from both the Women's Chamber of Commerce and attendees who appreciated the seamless flow of the program and the professional quality of the event materials. This project not only highlighted my ability to manage creative design with public speaking but also reinforced my commitment to supporting initiatives that empower women in business.