

To: <insert supervisor name>

From: <your name>

Date: <insert date>

Subject: Join the International Live Events Association (ILEA)

Dear <insert supervisor name>,

As you know, the live events industry is in a constant state of evolution. We are constantly providing quality event experiences to our clients and we face the need to expand our client database or gain new business year after year. After much review and consideration, I believe joining the International Live Events Association (ILEA) is critical to bringing new ideas and approaches to our organization and to further my professional development.

As an ILEA member, I will have the opportunity to learn about practical tools pertaining to all areas of live event production and management, building a larger client database, and more. Having an ILEA membership offers opportunities for networking and business that could have a positive impact on not just me, but our entire organization.

I recently attended a local ILEA event and my experience with this organization was incredible. I had the opportunity to meet several local live event professionals who have already inspired me to <insert 1-2 challenges/opportunities/ideas you took away from ILEA>.

- Met X new business contacts
- Learned about XX
- Was challenged to think differently about X

Access to the ILEA network allows me <or company name> to build relationships and connect with new business opportunities within our region. I've made XX# of contacts during just a single event!

If I join ILEA in December, I am eligible for 18 months of membership valid through June 2020. My individual membership in ILEA will cost <insert cost> per year. To learn more about ILEA and their membership categories, visit www.ileahub.com/Membership.

The investment will pay off in more efficient practices, proven solutions, new insights and ideas on our organization's behalf. <Use or delete this sentence if not relevant. Even if we only land one new business agreement, I've calculated that this new relationship would pay for the cost of annual membership and then some.>

After a year's worth of membership and taking advantage of these great opportunities, I will be more than happy to provide a summary of my key takeaways and recommended actions.

I appreciate your consideration and look forward to discussing it with you further.

Sincerely,

<your name here>