



**CERTIFIED VENUE EXECUTIVE**  
**ARE YOU READY?**

***One Minute CVE Tracking Checklist***

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If you are interested in becoming a Certified Venue Executive (CVE), complete this “One-Minute Personal Data Form” to determine if you might have enough public assembly venue management experience to apply for the Certified Venue Executive program.

<b><i>Higher Education &amp; Public assembly venue management experience</i></b>	Points
Bachelor’s degree = 30; Master’s degree = 40; PhD = 50	_____
Enter 12 points per year of experience in the top two levels of management of a public assembly venue. (Maximum = 240 points; Minimum = 114 points).	
<b><i>Certification</i></b>	_____
Certifications earned (ex: CMP, CEM, etc.) – 15 points. (Maximum = 30 points; Minimum = 0 points).	
<b><i>Continuing education programs</i></b>	_____
Enter 10 points for attendance at each of IAVM’s VenueConnect – Annual Conference and Trade Show; 5 points for attendance to IAVM conferences and 5 points for attendance to other public assembly venue management industry conferences and seminars. (Maximum: 70 points; Minimum: 20 points).	
<b><i>Intensive continuing education programs</i></b>	_____
Add 20 points per year for attending Venue Management School, formerly Public Assembly Facility Management School at Oglebay, Academy for Venue Safety and Security, Graduate Institute, Leadership Institute (through VMA) or the Senior Executive Symposium. (Maximum: 100 points; Minimum = 20 points).	
<b><i>Teaching and program participation</i></b>	_____
Speaker, instructor or program committee member in a continuing education program. Add 5 points per program; 15 for VMS/GI/LI instructors. (Maximum: 50 points; No Minimum).	
<b><i>Publications</i></b>	_____
Add 3 points per article and 50 points per book for publications in the public assembly venue management industry. (Maximum: 50 points; No Minimum).	
<b><i>Professional and community activities</i></b>	_____
Add 2 points per year for service on a volunteer community or professional association board or committee. (Maximum: 40 points; Minimum: 20 points).	
<b>Total</b>	_____

Results: If you scored **300** points, you may have enough points to be eligible to apply for the CVE designation. Please contact IAVM for an official application.

If you scored less than **300** points, begin tracking your progress in the areas listed and continue to reassess your readiness for the CVE program each year.