

Guild Meetings: Best Practices

This guide was developed as suggestions, especially for new Guilds. If you have a proven process, we wouldn't suggest you change it. If you have any suggestions that we could add to help new Guilds develop their processes, we would love to hear them.

Please contact the AGS Guild Liaison, Robin Skibicki, CSA, at rskibicki@ags.org, if you have any questions.

- Mondays (many stores closed), Wednesdays and Thursdays have proven successful, but Guilds can host meetings on any day that best fits their needs.
- Start time should be 6:30 p.m. for networking, with meeting starting at 7:00 p.m.
 - First half an hour should be social
 - 45 minutes of presentation and 15 minutes for Q&A
 - Emphasize a meal together to develop friendships when location and budget permits
 - Food does not have to be elaborate—it can be as simple as a deli tray or hoagie sandwiches (\$15/person)
- Suggested ticket pricing should be between \$25–\$35, including meeting and food costs
- Should plan three (3) meetings a year and one social event
 - Recommended meeting months:

▪ Late January	▪ Early June
▪ February	▪ September
▪ March	▪ October
▪ April	▪ Early November
▪ May	▪ Social event: November
- Recommend at least \$1,000 in Treasury if planning a social event unless the event is co-sponsored, food is donated, or hosting a potluck
- Need to determine content based on audience
 - Attendees are mainly retail jewelers or gemologists/appraisers
 - Refer to [Guild Speaker Listing](#)
- Events can be a hybrid for maximum attendance
 - Recommend the same price for in-person and virtual
 - If virtual, the link will be sent the day of and after payment
 - AGS could handle this if needed

Looking to co-host your Guild meeting? Below is a list of potential organizations, including the map for nearby AGS Guilds:

- [GIA Alumni Collective](#)
- [Women's Jewelry Association \(WJA\)](#)
- [Black in Jewelry Coalition \(BIJC\)](#)
- [Regional/international jewelry associations](#)
- [AGS Guilds](#)