



CERTIFIED VENUE EXECUTIVE

Letter of Confirmation

Name of Applicant: _____

Current Position: _____

Current Venue: _____

The International Association of Venue Managers (IAVM) offers a certification program aimed at recognizing venue managers experienced at the executive level - the Certified Venue Executive (CVE) program.

The Applicant is applying for the Certified Venue Executive (CVE) by accruing sufficient points in the Entry Criteria Selection, which includes previous education activities, current skills, venue management experience and involvement in IAVM and the venue management industry.

Applicants for certification are required to provide a Letter of Confirmation from the executive(s) to whom they report, attesting to the applicant's position in the top two levels of the organizational structure as either, 1) Principal executive responsible for day-to-day operation of a venue, group of venues, or one venue within a complex; or 2) second-level management executives who directly report to the principal executive responsible for the day-to-day operation of a venue, group of venues, or one venue within a complex and who themselves are responsible for day-to-day operations.

Subject to receipt of an approved application, and successful completion of each of the remaining stages, the Applicant will be awarded the CVE designation and formally recognized at VenueConnect, IAVM's annual conference and trade show.

Please submit this form by email to certification@iavm.org or return to the candidate for inclusion in the application submission.

To assist the Applicant in the CVE process, it would be appreciated if you could complete the following questions:

1. How long have you known the Applicant and in what capacity?

2. Please list the venue management roles and positions (and broad responsibilities) that the Applicant has undertaken in the last 3 years.

Name of Reference: _____

Position: _____

Venue/Company: _____

Signature of Reference: _____