

Conference Planning Checklist

By Jake R Brady

- ☐ 9 Months Before
 - ☐ Seek co-sponsorship.
 - ☐ Prepare a planning calendar.
 - ☐ Recruit volunteers.
 - ☐ Check budget and provide a cost projection sheet.
 - ☐ Determine publicity/advertising schedule and call for papers.
 - ☐ Determine which hotel your guests will be staying during the conference.
 - ☐ Create a website for your conference.
 - ☐ Set-up the registration link on the conference website.
 - ☐ Create advertising brochures and call for papers.
 - ☐ Advertise conference to potential exhibitors of interest.
- ☐ 6 Months Before
 - ☐ Begin to finalize the Program Schedule.
 - ☐ Determine number of brochures needed for handouts and mailing.
 - ☐ Contact speakers and request vita, address and phone number, biography and head shot photo for publicity of.
- ☐ 4 Months Before
 - ☐ Meet with catering, facilities, media services, and conference services to go over the final details.
 - ☐ Consider hiring students to staff your events.
 - ☐ Finalize the Program Schedule.
 - ☐ Draft Conference Program.
 - ☐ Update budget.
 - ☐ Finalize A/V equipment needs with media services.
 - ☐ Announce the conference.
 - ☐ Go live for online registration and payment.
 - ☐ Determine the types of giveaways if any.
 - ☐ Order your gifts.
- ☐ 2 Months Before
 - ☐ Finalize guest list.

- ☐ Confirm needs for registered exhibitors.
- ☐ Produce printed program and get schedule to PR.
- ☐ Produce conference poster, if appropriate.
- ☐ Schedule all table and chairs needed.
- ☐ 1 Month Before
 - ☐ Finalize details and administrative responsibilities for the conference.
 - ☐ Obtain local maps and information.
 - ☐ Confirm catering, facilities, and media.
 - ☐ Request honorarium for speakers.
- ☐ 2 Weeks Before
 - ☐ For main speakers - email/letter should include complete, specific schedule of the speaker(s).
 - ☐ For registered participants - include map, shuttle schedule, and registration times for the participant's arrival at the conference.
 - ☐ For session chairs/introducers - include time of session, CV of presenter(s).
- ☐ 1 Week Before
 - ☐ Assemble name tags.
 - ☐ Assemble registration listing of participants.
 - ☐ Consider sending welcome letters and agenda to the hotel for distribution upon check-in.
 - ☐ Double check arrangements: confirm room reservations, particularly for afterhours or weekend times.
- ☐ After the Conference
 - ☐ Send thank you notes to all who helped with the conference.
 - ☐ Finalize financial settlements for all speakers.