Conference Planning Checklist

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# Tasks:

☐ **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.**