

14 MONTHS PRIOR

- ☐ Contact Visitor & Convention Bureau for assistance
- ☐ Select conference site & date
- ☐ Select preferred lodging property
- ☐ Prepare a realistic budget
- ☐ Set tentative theme (if necessary)
- ☐ Set registration fees (if applicable)

12 MONTHS PRIOR

- ☐ Distribute promotional material at this year's conference
- ☐ Ask VCB if video and/or materials are available to help promote event
- ☐ Begin contacting keynote speakers

9 MONTHS PRIOR

- ☐ Select conference sessions
- ☐ Set conference schedule
- ☐ Select menu for meal functions

6 MONTHS PRIOR

- ☐ Begin preparing registration brochure
(*List information*)

4 MONTHS PRIOR

- ☐ Distribute conference flyer
- ☐ Send publicity to media
- ☐ Arrange for entertainment



2 MONTHS PRIOR

- ☐ Send AV requirements to property
- ☐ Finalize decorations (*if applicable*)
- ☐ Prepare evaluation forms
- ☐ Send reminders to speakers

3 WEEKS PRIOR

- ☐ Assemble packets for conference

1 WEEK PRIOR

- ☐ Confirm AV equipment, confirm room setup

3 DAYS PRIOR

- ☐ Give final guarantees to caterer
- ☐ Create name tags for attendees

AFTER CONVENTION

- ☐ Send letters of appreciation
- ☐ Assess evaluation forms
- ☐ Review all outstanding bills and pay