

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 flier
- ☐ 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 set up

3 Days Prior

- ☐ Give final guarantees to caterer
- ☐ Create nametags for attendees

After Convention

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