

SIMPLE CONFERENCE SCHEDULE TEMPLATE

Below is a sample list of tasks that may be associated with an event. Tasks will vary from event to event. These range from keynote, session and reception components to contracts, budgets, meetings, agenda, correspondence and advertising to registration and evaluation. Readers with project management expertise can incorporate pieces as needed into their own project plans.

[Event name]					
[Date]					
	Task Name	Target Date	Actual Date	Responsibility	Comments
	Draft RFP for Event Planner				
	award contract				
	Meetings				
	Pre-meeting				
	Meet the contractor				
	Second meeting				
	Third meeting				
	Onsite visit				
	Facility mgr/event planner and partners Meeting				
	Agenda				
	Create Agenda Document Populate with times				
	Populate with Tracks/Sessions/Speakers				
	Final agenda for online registration				
	Assign Room Numbers based on Pre-Registration Counts				
	Attendee Reception				
	Create Budget				
	Catering				
	Entertainment				
	Raffle				
	Update as cancellations/speaker changes occur				
	Conference Audio Visual				
	Keynotes facility needs				
	Contact AV company with requirements and quote				

	contract				
<input checked="" type="checkbox"/>	Plan for Projectors and Laptops				
	Budget				
	Budget				
	Call for Presenters				
<input checked="" type="checkbox"/>	Create Call for Presenters Submittal form				
<input checked="" type="checkbox"/>	Create Contact Information Spreadsheet of Potential Presentations				
<input checked="" type="checkbox"/>	Email 'Call For' paperwork to spreadsheet distribution				
	Catering Conference				
	Identify caterer (bid or as required by facility)				
	Request morning setup, Lunch, water in rooms for speakers				
	Agree upon setup and timeframes i				
	Quote -				
	Communicate Final Numbers (wk in advance) depends on pre-registration				
	Catering VIP				
	Identify caterer				
	Menu				
	Discuss setup and timeframes in Place				
	Quote				
	Contract				
	Communicate Final Numbers				
	Conference Branding/Theme Design				
	Logo				
	Save the Date Postcards designed				
	VIP Reception Invitations designed				
	Brochure designed				
	Name Tags				
	Facility				
<input checked="" type="checkbox"/>	Reserve facility rooms				
	Contract and equipment needs form				
	Meet with facility Staff (usually wk. before conference)				
	Arrange for Speaker Ready Room				
	Set-up Day Before				
	Hang Registration Signs				
	Deliver Request Forms				
	Keynote Conference				
	List of Keynotes				
	Draft invitation				
	Confirm Keynote				
	Get Photo and Bio				

	Line up Person to Introduce				
	Schedule Rehearsal at facility if needed				
	Thank You Notes				
	Keynote VIP Reception				
	List of Keynote suggestions(CEO's)				
	Draft invitation				
	Confirm Keynote				
	Get Photo and Bio				
	Schedule Rehearsal at facility				
	Thank You Notes				
	Host Booth				
	Coordinate internally				
	Marketing / Advertising				
	Get a proposal from RFP process				
	Press Releases cleared				
	Mailing Lists				
	Identify audience				
	Prep Save the Date Postcard				
	Prep VIP Reception				
	Name Badges				
	Get Quote to Print and Stuff Name Badges				
	Calculate attendee/exhibitor/speaker/host/staff numbers				
	Order name badge holders, ribbons and carrier containers				
	Deadline to have pre-registered to printer				
	Direct Mailing				
	Mailings				
	Postcards: Labeling and Postage Quote				
	mail Postcards				
	VIP invites: Labeling, Stuffing and Postage Quote				
	Mail Invitations with Bio Cards				
	Presenters				
	Identify Presenters from Submittal Form				
	Update Presenter Release Form				
	Draft Acceptance Letters and email to Presenters				
	Draft Regret / Alternate Speaker Letter and email				
	Develop List of Alternate Speakers in case of cancellations				
	Develop Presenter Tracking Spreadsheet				

	Equipment Needs, Hotel, Bio, Presentation, Release Form				
	Email Agenda				
	Invite to VIP Reception				
	Presenter Package to hand out at Conference				
	Send out Thank you Letters and Evaluation Results				
	Printing				
	Save the Date Postcards (Get Quote)				
	determine quantity				
	Submit Info to printer				
	Review and Edit				
	Final				
	Invitations - VIP (Get Quote)				
	determine quantity				
	Submit Info to printer				
	Review and Edit				
	Final				
	Double Sided Biography card to be inserted in VIP Invitation				
	Program Brochure				
	determine quantity				
	Submit Info to printer				
	Review and Edit				
	Final				
	Speaker Presentations / Evaluation Sheets				
	Addendums				
	Poster files to Printer				
	Day 1 Agenda				
	Day 2 Agenda				
	Main Conference				
	Main Conference Directional				
	Featured Speakers				
	Featured Speakers Directional				
	Keynote Conference				
	Keynote Directional				
	Keynote VIP Reception				
	Meeting Room Schedule				
	Attendee Reception				
	Attendee Reception Directional				
	Academic Symposium Signs				
	Exhibitor				
	Sponsorship				
	Program Book Creation				

	Attendee Reception Blurb				
	Welcome Letter				
	Agency Logos				
	Conference Host Bio's				
	Tracks Day 1 & Day 2				
	Presenter Bios				
	Sponsorship Recognition				
	Exhibitor/Sponsor Profiles				
	Save the Date Page for Next year				
	Registration - Conference				
	Online				
	Go Live				
	Close Down Walk-ins welcome				
	Onsite				
	Computers & printers reserved				
	Create Check-in Sheet for each group				
	Attendees				
	Exhibitors				
	Speakers				
	CLE				
	Contact CLE authorizing organization				
	Develop Sign-in Sheet				
	Tally Credits				
	Send Certificates to be signed				
	Send Certificates to recipients				
	CPE				
	Sign-in Sheet				
	Tally Credits				
	Send Certificates to recipients				
	Registration - VIP				
	Online				
	Go Live				
	Onsite				
	Create Check-in Sheet				
	Sponsors & Exhibitors				
	handled by event planner or other organization				
	solicitation				
	Status reports on sponsors & exhibitors				
	Theater				
<input checked="" type="checkbox"/>	Reserve Theater				
	Arrange Set-up and Rehearsal Times				
	hold rehearsal				
	VIP Reception				
<input checked="" type="checkbox"/>	Reserve Palace				
	Coordinate Setup				
	Audio Visual for Keynote				
	Setup of Theater				

	Podium				
	Microphone				
	Easels				
	Volunteers				
	Develop Meeting Room Assignment Document				
	Recruit Volunteers				
	VIP Check In				
	Attendee Registration separate people than access control people				
	Exhibitor Registration				
	Speaker Registration 1 person				
	Meeting Room Access Control				
	CLE/CPE Check-off				
	Distribute/Retrieve Handouts				
	Arrange for volunteer Parking				
	Develop Procedure Documents				
	Website				
	Conference Website				
	Save the Date				
	Call for Presenters				
	Agenda				
	Academic Symposium				
	Exhibit / Sponsor link to event planner site				
	Driving Directions / Parking				
	Accommodations				
	Attendee Reception				
	Bios / Photos				
	Presentations				
	Attendee / Registration				
	VIP Registration				
	Closeout				
	Reconcile invoices to budget				
	compile speaker evaluations				
	debrief with partners				