

## 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					
<b>Meetings</b>					
Pre-meeting					
Meet the contractor					
Second meeting					
Third meeting					
Onsite visit					
Facility mgr/event planner and partners Meeting					
<b>Agenda</b>					
Create Agenda Document Populate with times					
Populate with Tracks/Sessions/Speakers					
Final agenda for online registration					
Assign Room Numbers based on Pre-Registration Counts					
<b>Attendee Reception</b>					
Create Budget					
Catering					
Entertainment					
Raffle					
Update as cancellations/speaker changes occur					
<b>Conference Audio Visual</b>					
Keynotes facility needs					
Contact AV company with requirements and quote					

	contract				
<input checked="" type="checkbox"/>	Plan for Projectors and Laptops				
	<b>Budget</b>				
	Budget				
	<b>Call for Presenters</b>				
<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				
	<b>Catering Conference</b>				
	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				
	<b>Catering VIP</b>				
	Identify caterer				
	Menu				
	Discuss setup and timeframes in Place				
	Quote				
	Contract				
	Communicate Final Numbers				
	<b>Conference Branding/Theme Design</b>				
	Logo				
	Save the Date Postcards designed				
	VIP Reception Invitations designed				
	Brochure designed				
	Name Tags				
	<b>Facility</b>				
<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				
	<b>Keynote Conference</b>				
	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				
	<b>Keynote VIP Reception</b>				
	List of Keynote suggestions(CEO's)				
	Draft invitation				
	Confirm Keynote				
	Get Photo and Bio				
	Schedule Rehearsal at facility				
	Thank You Notes				
	<b>Host Booth</b>				
	Coordinate internally				
	<b>Marketing / Advertising</b>				
	Get a proposal from RFP process				
	Press Releases cleared				
	<b>Mailing Lists</b>				
	<b>Identify audience</b>				
	Prep Save the Date Postcard				
	Prep VIP Reception				
	<b>Name Badges</b>				
	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				
	<b>Direct Mailing</b>				
	Mailings				
	Postcards: Labeling and Postage Quote				
	mail Postcards				
	VIP invites: Labeling, Stuffing and Postage Quote				
	Mail Invitations with Bio Cards				
	<b>Presenters</b>				
	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				
<b>Printing</b>				
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				
<b>Program Book Creation</b>				

	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				
	<b>Registration - Conference</b>				
	Online				
	Go Live				
	Close Down Walk-ins welcome				
	Onsite				
	Computers & printers reserved				
	Create Check-in Sheet for each group				
	Attendees				
	Exhibitors				
	Speakers				
	<b>CLE</b>				
	Contact CLE authorizing organization				
	Develop Sign-in Sheet				
	Tally Credits				
	Send Certificates to be signed				
	Send Certificates to recipients				
	<b>CPE</b>				
	Sign-in Sheet				
	Tally Credits				
	Send Certificates to recipients				
	<b>Registration - VIP</b>				
	Online				
	Go Live				
	Onsite				
	Create Check-in Sheet				
	<b>Sponsors &amp; Exhibitors</b>				
	handled by event planner or other organization				
	solicitation				
	Status reports on sponsors & exhibitors				
	<b>Theater</b>				
<input checked="" type="checkbox"/>	Reserve Theater				
	Arrange Set-up and Rehearsal Times				
	hold rehearsal				
	<b>VIP Reception</b>				
<input checked="" type="checkbox"/>	Reserve Palace				
	Coordinate Setup				
	Audio Visual for Keynote				
	Setup of Theater				

	Podium				
	Microphone				
	Easels				
	<b>Volunteers</b>				
	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				
	<b>Website</b>				
	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				
	<b>Closeout</b>				
	Reconcile invoices to budget				
	compile speaker evaluations				
	debrief with partners				