

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