

CONFERENCE & EVENT TASK LIST

Task	Owner	Timeline
Speakers/Special Guests		
Invite/confirm speakers, guests, etc.	Name	6-9 months out
Schedule photographer, videographer, etc.	Name	6-9 months out
Obtain guests biographies	Name	6-9 months out
Send letter of invitation	Name	6-9 months out
Send confirmation letter	Name	6-9 months out
Finalize transportation/hotel accommodations speakers & special guests	Name	2 months out
Obtain contracts for rental items	Name	2 months out
Confirm TV/radio participation	Name	2 months out
Review needs for signs at registration, directional, etc.	Name	2 months out
Retrieve/Request W9	Name	2 months out
Complete list of contents for speakers/special guests welcome packets	Name	1 month out
Confirm transportation schedules: airlines, cars, etc.	Name	1 month out
Confirm hotel accommodations	Name	1 month out
Prepare transportation and accommodations (include arrival time, flight number, airline, person assigned to meet flight)	Name	1 month out
Confirm special security needed for speakers/special guests	Name	1 month out
Prepare welcome gift for guest speakers/special guests	Name	1 month out
Reconfirm hotels and transportation	Name	1 week out

Administration		
Decide event purpose/theme	Name	6-9 months out
Determine event location	Name	6-9 months out
Appoint event coordinator	Name	6-9 months out
Establish event teams and leads	Name	6-9 months out
Determine speakers, guest musicians, special guests, etc.	Name	6-9 months out
Draft initial budget	Name	6-9 months out
Create marketing/communication strategy (printed, electronic, word-of-mouth)	Name	6-9 months out
Check proposed date for potential conflicts, finalize date in writing	Name	6-9 months out
Coordinate obtaining additional cost estimates for additional supplies	Name	6-9 months out
Compile mailing list (individuals/businesses)	Name	6-9 months out
Meet with all outside vendors, consultants to coordinate event	Name	1 month out
Create event itinerary	Name	1 month out
Schedule deliveries of special equipment, rentals	Name	1 month out
Write checks for payments to be made for the day of the event	Name	1 week out
Finalize seating arrangements	Name	1 week out
Secure two or three volunteers to assist with emergencies	Name	1 week out
Distribute seating chart/assignments to Ushers	Name	1 week out
Schedule pickup or delivery of any rented or loaned equipment	Name	1 week out
Double-check arrival time and delivery times with vendors	Name	1 week out

Deliver final scripts/ timelines to all key staff/participants	Name	1 week out
Establish amount of petty cash needed for emergencies	Name	1 week out
Recheck all equipment and supplies to be brought to the event	Name	Day before event
Print programs/handouts	Name	Day before event
Have petty cash and vendor checks prepared	Name	Day before event
Go over all the final details with Hospitality and setup staff	Name	Day of event

Marketing

Get bids for design/printing/marketing	Name	6-9 months out
Create logo for event with graphic artist	Name	6-9 months out
Select graphic artist	Name	6-9 months out
Create and distribute hold-the-date cards	Name	6-9 months out
Make list of locations for posters	Name	3-6 months out
Review with graphic artist the plan for all printed material	Name	3-6 months out
Complete mailing lists for invitations	Name	3-6 months out
Distribute posters	Name	2 months out
Mail invitations	Name	2 months out
Place newspaper ads, follow up with news media, on-air announcements	Name	1 month out
Distribute additional fliers	Name	1 week out

Hospitality

Set menu with caterer for food and beverages	Name	2 months out
Give estimate of guests expected for meals	Name	1 month out
Finalize plans with Beautification Team	Name	1 month out
Finalize catering guarantee, refreshments	Name	1 week out

Purchase snacks for special guest rooms	Name	Day before event
Place snacks and welcome gifts in hotel rooms	Name	Day of event
Entertainment		
Schedule rehearsals	Name	1 week out
Logistics		
Review plans for all major areas	Name	2 months out
Hold training session with volunteers/staff; finalize assignments	Name	1 week out
Get enlarged site plan/room diagram, assign seats	Name	1 month out
Create volunteer/staff schedule	Name	1 week out
Confirm setup and tear down times with event site	Name	1 month out
Check with volunteer Team Leads to make sure all tasks are covered	Name	Day of event
Technology		
Sign all contracts		3-6 months out
Finalize audio/visual contract	Name	3-6 months out
Assign someone to film/photograph	Name	1 week out
Check sound/light equipment and staging before rehearsal	Name	Day of event
Conference/Event Directors		
Begin monthly team meetings	Name	3-6 months out
Review/finalize budget, task sheets and tentative timeline	Name	2 months out
Meet with Team Leads and Key staff to finalize any details	Name	1 month out
Meet with all Team Leads for last-minute details	Name	1 week out

Final walk-through with all personnel	Name	1 week out
Guest Speaker/Entertainment Products		
Receive guest products via mail	Name	1 week out
Sell guest products	Name	Day of event
Provide report with products sold	Name	Day after event
Return guest products via mail	Name	2-3 days after event
Security		
Schedule security team	Name	1 month out
Greet guest speaker at back door	Name	Day of event
Assist guest speaker with personal needs	Name	Day of event
Escort guest to sanctuary	Name	Day of event
Schedule briefing	Name	1 week out