

## Conference Planning Checklist

**Event:**

**Date:**

Activity	Who	✓
<b>Event Coordination</b>		
Name of conference		
Target audience		
Secure speaker(s)/Coordinate topic with speaker(s)		
Book accommodation		
Book travel		
Sponsorship for speaker(s)		
Speaker(s) bio		
Appoint MC		
Maintain schedule throughout event		
Gifts / honorarium for speaker(s)		
Person to introduce speaker(s)		
Person to thank speaker(s)		
Moderator of panel		
Display table(s) – coordinator		
Name badges – for all event coordinators		
<b>Venue</b>		
Secure location		
Sign contract		
Issue cheque for deposit		
Insurance		
TV / DVD		
Lap Top / web access		
LCD projector		
Screen		
Microphones		
Cords		
Flip charts / markers		
Podium		
Signage / Banners		
Supplies: pens, paper, masking tape, scissors, bags for participants		
Tables: coverings / centerpieces / play things / candies / water jugs / glasses / place cards		
Room setup		
<b>Activity</b>	<b>Who</b>	<b>✓</b>

<b>Catering</b>		
Secure caterer		
Choose menu		
Finalize numbers prior to event		
Issue cheque		
<b>Publicity</b>		
Save the date notice		
Create poster & registration form		
Marketing plan / Distribute poster		
Press release		
Social media		
<b>Participant Packages</b>		
Folder		
Agenda		
Receipts		
Name tags		
Pens		
Handouts		
Evaluation form		
Bags		
Certificates		
<b>Registration</b>		
Pre-conference		
Manage welcome table		
Door prizes / ballot box		
<b>Exhibitors</b>		
Display of host agency(s)		
Handouts of host agency(s)		
Invite agencies to set up displays (# of display tables allowed in venue)		
Set-up time for exhibitors		
<b>Budget/Costs</b>		
Accounting		
<b>Post Event</b>		
Compile evaluation results		
Debrief with planners/participants		
Thank you to speakers / exhibitors		
Thank you to door prize contributors		