

Conference Title _____

PRE-CONFERENCE PLANNING OUTLINE OF RESPONSIBILITIES

Responsibility	Conferences & Events	Conference Sponsor	Other
1. Registration/Financial Management			
• Receive, receipt, deposit fees			
• Prepare nametags and meal tickets			
• On-site registration			
• Pay bills			
• Packet preparation			
2. Facility Arrangements			
• Reservations (housing, social, meeting)			
• Menu meals/meal counts			
• Order refreshments			
• On-site coordination			
• Posters & Signs			
3. Program Assistance			
• Format consultation			
• Typing/printing agenda			
• Speaker correspondence			
4. Promotion			
• Brochure design, printing liaison			
• Brochure mailing list gathering and mailing			
• Mass media arrangements			
5. Audio-Visual			
• Arrangements			
• On-site distribution and monitoring			
6. Committee Work			
• Sponsor consultation			
• Committee consultation			
7. Conference Proceedings			
8. Other			