CONFERENCE PLANNER CHECKLIST

- [ ] Set goals
- [ ] Select date
- [ ] Work out budget
- [ ] Choose a caterer
- [ ] Find a venue
- [ ] Decide on a theme
- [ ] Develop event master plan
- [ ] Prepare invitations
- [ ] Send invitations
- [ ] Finalise contracts
- [ ] Secure speakers/entertainers
- [ ] Identify and contact sponsors
- [ ] Start marketing campaign
- [ ] Open registrations
- [ ] Review goals
- [ ] Finalise agenda
- [ ] Liaison with presenters/speakers
- [ ] Review security needs
- [ ] Create draft event script
- [ ] Check-in with all parties involved
- [ ] Print materials
- [ ] Perform venue walkthrough
- [ ] Send reminders to speakers
- [ ] Send reminders to attendees
- [ ] Oversee equipment setup
- [ ] Take it all in!

NOTES

LAISSEZ-FAIRE CATERING