

What to consider before an event:

* Select a Primary Event Organizer from your Event Team as the main contact person.
* Select the event date and room/venue. To avoid potential conflicts, consult all calendars.
* Set up a timeline for planning the event, including tasks and persons responsible.
* Consider any partnering organizations. Determine who the primary contact will be at each organization.
* Prepare schedule for the day of the event:
* Prepare a budget:
* Identify who will pay for the event
* Determine break-even amount if applicable
* Consider and estimate possible costs
* Venue/Location
* Food/Catering: number and type of meals
* Speakers: honoraria/gifts
* Travel and Lodging
* Consider possible income
* Registration fees/stipends
* Determine advertising/publicity needs.
* Determine volunteer needs.
* Determine handout needs (name tags, folders, programs, giveaways, etc.)
* Registration
* Set registration procedures
* Set a realistic cancellation date based on the number of registrations received
* Set up Registration database
* Determine notification process
* Determine technology requirements
* Sound/microphones
* Video/audio recording
* Lighting
* Computer technology
* Event Logistics - Events
* Setup – tables and chairs, technology
* Registration Desk staffing
* Place cards
* Speaker Gifts
* Cleanup