**Conference Planning Timeline & Checklist**

*Major Event Venues: 21 Days – 1 year in advance of event*

*Events with Service: 15 Days – 1 year in advance of event*

*Simple Meetings: 2 Days – 2 months in advance of event*

* Determine preferred event date, time (including access time) and location as well as alternate dates, times and locations.
* Submit Event Reservation Request to CES Office.

**30 Days – 6 Weeks in Advance of Event**

* Submit Alcohol Request Form, if applicable.
* Develop estimated budget for event and secure funds.
* Contact Conference and Event Coordinator assigned to your event to discuss event details.
* Confirm speakers.
* Create and / or gather information for handouts.
* Identify your target audience, devise advertising plan and create advertising materials, if applicable.
* Invite attendees and / or guests.

**2 – 4 Weeks in Advance of Event**

* Advertise event.
* Devise room set up.
* Determine IT and Audio Visual needs. (Be sure to ask each speaker what they might need and verify equipment compatibility)
* Determine the food service / catering menu, if applicable.
* Determine additional services needed such as: parking, name tags, signage (interior and exterior), and transportation needs.
* Copy and collate all handouts.
* Make travel arrangements for speakers if necessary.
* Develop seating chart if necessary.
* Send attendee list to CES for name tag creation, if applicable.
* Ensure contract and insurance certificate (when applicable) have been returned to CES.

**3 Days in Advance of Event**

* Confirm room set-up, IT and Audio Visual needs and all other necessary equipment needed.
* Confirm signage text and locations.
* Finalize registration/attendee list.
* Confirm availability of employees to staff registration desk.
* Provide coordinator any attendees for name tag creation, if applicable.
* Ensure that speakers/guests have directions and parking information.