

Conference Planning Checklist

Event:

Date:

Activity	Who	✓
Event Coordination		
Develop Workshop Committee		
Name of Conference?		
Target Audience:		
Secure speaker / Coordinate topic with speaker		
Book accommodation		
Book travel		
Sponsorship for speaker		
Speakers bio		
Appoint MC		
Maintain schedule throughout event		
Gifts / honorarium for speakers		
Person to introduce speakers		
Person to thank speakers		
Moderator of panel		
Display tables - coordinator		
Name Badges – For all event coordinators		
Venue		
Secure location		
Sign contract		
Issue cheque for deposit		
Insurance?		
TV / DVD		
LCD Projector		
Lap Top / web access		
Microphones		
Flip charts / markers		
Supplies for Event: Pens, paper, masking tape, bags for participants?		
Table centers / play things / candies/ Plastic table clothes/water jugs		
Podium		
Signage?		
Room set up		
Catering		
Secure caterer		
Choose menu		
Finalize numbers prior to event		

Issue cheque		
Publicity		
Save the date – notice		
Create poster & registration form		
Marketing plan/ Distribute poster		
Press release		
Participant Packages		
Folder		
Agenda		
Receipts/ Name tags		
Pens		
Photocopying handouts		
Evaluation		
Assemble packages		
Bags?		
Certificates		
Registration		
Pre-conference		
Manage welcome table		
Door Prizes, ballot box		
Exhibitors		
Display of host agency(s)		
Handouts of host agency(s)		
Invitation to potential agencies to set up displays (number of display tables allowed in venue)		
Set Up time for exhibitors		
Budget/Costs		
Accounting		
Post Event:		
Compile evaluations		
Debrief with planners/participants		
Thank you to speakers		
Thank you to exhibitors		
Thank you to contributors of door prizes		
Evaluation Report		

Source: Geriatric Education Cooperative, Grey Bruce