



# The Complete Conference Planning Checklist

## ASAP

- ☐ Pick Date
- ☐ Find Venue
- ☐ Set Budget
- ☐ Set Participation Goals
- ☐ Solidify Branding

## 10 months out

- ☐ Secure Speakers (ongoing)
- ☐ Secure Sponsors (ongoing)
- ☐ Reserve Venue
- ☐ Open Registration

## 6 months out

- ☐ Request Speaker Bios
- ☐ Request Speaker Topics
- ☐ More Registration Pushes

## 3 months out

- ☐ Budget Check In! (How are we doing?!)
- ☐ Volunteer Sign Up
- ☐ Order Signage for Event

## 1 month out

- ☐ Last Minute Attendance Push
- ☐ Promote On Social Media

## 2 weeks out

- ☐ Close Registration
- ☐ Start Conversation & Buzz

## 1 week out

- ☐ Verify Numbers with Catering
- ☐ Verify Numbers with Venue
- ☐ Print Name Tags
- ☐ Print Agendas



### **The Big Day**

- ☐ Get There EARLY
- ☐ Check in With Points of Contact
- ☐ Help with Registration
- ☐ Breathe!
- ☐ Put Out Figurative Fires

### **Post-Event**

- ☐ Send Thank You Notes
- ☐ Send Survey
- ☐ Celebrate!