

## Event Planner – Task List

Group Responsible	Task
<b>12 Weeks Before Event</b>	
Program Committee	Determine event date and time
Program Committee	Determine event theme
Program Committee	Develop agenda
Program Committee	Identify potential speakers
Program Committee and Treasurer	Set budget and registration fees
Program Committee	Book Venue
Sponsorship Committee	<a href="#">Develop sponsor package</a>
Sponsorship Committee	Identify potential sponsors
<b>11 Weeks Before Event</b>	
Program Committee	Invite Speakers
Program Committee	<a href="#">Send out speaker memorandum of agreement or contract (find a sample)</a>
Sponsorship Committee	<a href="#">Begin soliciting potential sponsors</a>
<b>9 Weeks Before Event</b>	
Program Committee	Finalize agenda
Administrator	Post event on chapter website and main events calendar on ACG Web site
Administrator	Send out email invite to all potential attendees
Program Committee	Finalize speakers and agenda
<b>8 Weeks Before Event</b>	
Program Committee	<a href="#">Determine menu and room set- up with venue (sample menu)</a>
Program Committee	Confirm any audio visual needs with speakers
Sponsorship Committee	Continue to secure sponsors
Sponsorship Committee	<a href="#">Secure signed sponsor agreement form (find a sample)</a>
<b>4 Weeks Before Event</b>	
Administrator	Follow-up on any key players that have not registered
Sponsorship Committee	Order any signage that may be necessary for sponsors
Program Committee	Confirm menu and room set- up with venue
<b>2 Weeks Before Event</b>	
Program Committee	Collect and/or print any materials speakers may provide for handouts
<b>1 Week Before Event</b>	
Program Committee	<a href="#">Re-confirm all arrangements with venue</a>
Administrator	Print membership applications for non-members
Administrator	<a href="#">Print name badges</a>
<b>EVENT</b>	
<b>1 Week After Event</b>	
Administrator	<a href="#">Follow-up with all event guests with survey</a>
Membership Committee	<a href="#">Follow-up with any non-members with a member kit</a>