

6 months out

- Gather professional contacts
- Secure location (and/or meet with Convention Committee)

3 months out

- Request funds (\$350 seems to be standard)
- Finalize professional contacts
- Create & print address labels (& return labels)
- Update invitation letter and agenda
- Print letter and agenda
- Purchase postage
- **Email** letter/agenda to contacts **with** email address
- **Mail** letter/agenda to contacts **without** email address

2 months out

- Choose Volunteers (panel, registration, hospitality)
- Order literature
- Print:
 - Name tags
 - Sign-in sheets
 - Professionals
 - Addicts
 - Certificates
 - PPT Handout
 - Exit Surveys

1 month out

- Finalize Volunteers:
 - Panel
 - Registration
 - Hospitality

Week of:

- Purchase refreshments (coffee/snacks/paper goods)
- Check/prep presentation room

Post Presentation

- Evaluate exit surveys
- Return leftover literature
- Thank you letters?

Ongoing

- Membership survey – update as needed
- **Presenter practice and training!!!**

Supplies:

- Envelopes
- Labels
- Post-it board & markers
- Literature
 - Packets
 - Business cards
 - IPs for display table
- Refreshments
- Batteries

Equipment

- Literature display
- Clicker, computer, projector, screen, internet access
- Books for display/presentation