



2009 Conference Checklist

| Timeline | Task | Action for | Status |
|--|---|--|-------------|
| 10-12 months prior (May-Jun 2008) | Determine Conf date/location, Establish block of rooms, food and other services needed (Ocala Hilton) | Board/Desiree | complete |
| | Determine Conf fees (attendees and vendors) | Board | |
| | Determine any member subsidies (if applicable) | Board | complete |
| | Determine Conf Theme "Continuous Improvement in tough financial times" ?? | Board | in progress |
| | Verify w/Hotel all services needed (food, AV equip, etc) | Desiree | planned |
| | Determine funding amount for FAMIS purchase of Door Prizes | Board | |
| | Develop speaker forms, guidelines | Board | planned |
| | Develop sponsor forms, guidelines, lecture rules, limits | Board | planned |
| | Assign Door Price leader | Board | planned |
| | 7-10 months prior (Jun-Sep 2008) FAEDS Mtg items: 30 Sept 2008, 0800-1030 | Determine district/vendor conf payment form (how, via website, mail in check, etc) | Board |
| Determine Conf Vendor layout (restrictions/rules) | | Board | planned |
| Determine conf give aways (bags, hats, shirts, etc) and max cost | | Board | planned |
| Assign give away buyer (select and purchase) | | Board | planned |
| Determine any awards to present and who to manage this effort | | Board | planned |
| Establish FAMIS meetings during the conf | | David Smith | planned |
| Assign 2009 Conf Program coordinator | | Board | planned |
| Assign board members each day of conf | | Board | planned |
| Assign 2010 Steering committee nominations coordinator | | Board | planned |

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|----------------------------------|--|--------------------------|---------|
| | Document Conf decisions from the board | Bill | planned |
| 5-7 months prior (Sept-Nov 2008) | Build Vendor layout diagram (for vendors to select from) post on website for vendor sponsors | Desiree/Charles Stratton | |
| | Establish keynote speaker and topic to match theme | David Smith | |
| | Seek out speakers to match theme | Board | |
| | Build conference agenda | Conf Pgm Coordinator | |
| | Build registration database for website | Desiree | |
| | Determine missing districts | Desiree | |
| | Contact missing districts (split up calls by board) | Board | |
| | Determine what computer/printer will be needed (rent, bring from home to support registration?) | Amy/Desiree/Board | |
| 4-7 months prior (Sept-Nov 2008) | Establish what vendor can provide wireless service during the conference (give benefit for this service) | Conf Pgm Coordinator | |
| | Determine if conf insurance is needed? | Board | |
| | Assign Door prize coordinator (distribute door prizes each day) | Board | |
| | Purchase Door prizes | Amy | |
| | Solicit door prize collectors (contact vendors attending) | Board | |
| | Purchase name tag materials (different colors for district, vendors) | Amy | |
| | Purchase conf give aways | Desiree/Amy | |
| 4 months prior (Jan 2009) | Post initial conference agenda on website | Charles Stratton | |
| | Check on attendee rooms, number reserved, verify other services needed | Desiree | |
| | Build sponsor advertisements for conf display | Desiree | |
| 3 months prior (Feb 2009) | Assign board members each day to introduce speakers, watch time, assist with setup, etc., | Board | |

| | | |
|------------------------------------|--|------------------|
| | Count attendees and update registration list | Desiree |
| | Collect presentation eval forms and review | Desiree |
| | Post firm agenda on website | Charles Stratton |
| | Visit hotel and verify layout, rooms, tables, AV equipment, meals, snacks, computers, power, ext cords, conference rooms, hours, etc. | Desiree |
| 30-90 days prior (Feb-Mar 2009) | Make final updates to agenda on website | Charles Stratton |
| | Make final updates to registration info on website | Charles Stratton |
| | Post sponsors on website (show their logo and level of sponsorship) | Charles Stratton |
| | Print attendee name tags | Desiree/Amy |
| | Verify door prizes | Desiree/Amy |
| 30 days prior (Mar 2009) | | |
| | Early arrival to hotel to setup registration, vendor tables, verify all arrangements and services expected | Desiree/Amy |
| | Verify number of attendee rooms/rate | Desiree |
| 1-day prior | Bring door prizes, agendas, give aways, name tags, any AV equipment, notebook computers, cables, office items, computer and printer for on-site registration, door prize tickets, signage, program | Desiree/Amy |
| | Staff registration booth | Desiree/Amy |
| | Resolve any hotel issues | Desiree/Amy |
| Conference Days | Execute day 1 agenda | Board |

Calendar guide

2008

2009

April May June July Aug Sept Oct Nov Dec Jan Feb March April

1 months

2 months

3 months

4 months

5 months

6 months

7 months

8 months

9 months

10 months

11 months

12 months