

Event Planner Conference Itinerary

Event Overview

Event Name: _____

Date: ____/____/____

Location: _____

Host/Organizer: _____

Contact Person: _____

Contact Phone/Email: _____

Itinerary

Time	Session/Activity	Location	Speaker/Lead	Notes
08:00 - 09:00	Registration & Breakfast	Lobby	Staff	
09:00 - 09:15	Welcome & Opening Remarks	Main Hall	Event Host	
09:15 - 10:00	Keynote Speaker: [Name]	Main Hall	Keynote Speaker	
10:00 - 10:15	Coffee Break	Lounge	â€”	

Attendee Checklist

- Registration Complete
- Name Badge Provided
- Welcome Packet Received
- Special Dietary Needs Noted
- Event App/Program Guide

General Notes