

Blank Conference Planning Checklist

Pre-Planning

- | Define conference objectives & goals
- | Set preliminary budget
- | Create planning committee
- | Select date(s) and location

Notes...

Logistics

- | Book venue
- | Arrange accommodation for guests/speakers
- | Plan transportation
- | Arrange catering services
- | Order equipment & supplies

Notes...

Program & Content

- | Develop agenda & schedule
- | Invite speakers & presenters
- | Confirm entertainment/activities
- | Organize materials & handouts

Notes...

Marketing & Registration

- | Design promotional materials
- | Launch event website or page
- | Set up online registration
- | Promote on social media & email

Notes...

On-Site Management

- | Set up registration desk
- | Organize volunteers/staff
- | Coordinate signage & directions
- | Test equipment and AV setup

Notes...

Post-Event

- | Send thank-you notes to participants
- | Distribute feedback surveys
- | Conduct debrief with committee
- | Finalize budget and reporting

Notes...