CHECK LIST: PLANNING A CONFERENCE, WORKSHOP, OR PROFESSIONAL DEVELOPMENT ACTIVITY

_____ Create a planning committee or group to guide the conference or workshop development process.
_____ Choose a theme and/or focus for the event.
_____ Identify participant/attendees and project possible numbers.
_____ Generate a list of prospective speakers and workshop leaders for the conference.
_____ Discuss possible donors who might be able to contribute to underwriting conference/workshops in order to keep registration costs down to participants.
_____ Set up a meeting with the OPDS to discuss progress to date, and discuss the following details:
   _____ Space needs for conference/workshop.
   _____ Publicity:
       _____ “Save the Date” flyer
       _____ Brochure and/or flyer development
       _____ Target audience for publicity
       _____ Mailing/distribution timetable
       _____ Responsibility for mailing/distribution
   _____ Develop preliminary budget.
   _____ Hour-by-hour itinerary for conference.
   _____ Meal/food plans initially designed.
   _____ Initiate requests for audiovisual services and layout of large group meeting areas.
_____ Track final details of the conference/workshop until event:
   _____ Monitor registrants and make final adjustment in food order and in physical arrangements for all facilities to be used.
   _____ Confer with OPDS to discuss conference registration on the day of the event and any support that the planning group should provide for a smooth check in process.
   _____ Confirm any final changes in audiovisual support for the conference/workshop.
_____ On the day of the conference/workshop, check in frequently with OPDS personnel to ensure that all aspects of the event are proceeding according to plan.
_____ After the conference/workshop is over, contact the OPDS to discuss any details that require attention before the books are officially closed for the event.