

Month	Task
January	Review Evaluations from previous year
	Review Budget from previous year (+/-)
	Collect documentation and files and compile
	Talk with subcommittees to get feedback
	Communicate with next year's chair to share information
February	Gather Annual Conference Committee
	Brainstorm Ideas and Themes
	Research location options
	Draft preliminary budget
March	Solidify Theme and any additional Themes
	Secure location
	Brainstorm Keynote speakers
	Brainstorm session/poster options
	Brainstorm scheduling options
	Communication - Send a "save the date" announcement
	Confirm budget based on location, etc.
April	Contact Keynote speakers to discuss price/availability
	Solidify schedule (or at least skeleton schedule)
	Solidify session/poster options (are you going to invite or send out an RFP?)
	Communication - Send a "save the date" announcement
May	If doing an RFP for sessions/poster presentations, begin creating a draft
	Confirm a Keynote speaker
	Communication - "save the date" & theme
June	Send out RFP for sessions/poster presentations (Due by Aug 1, latest)
	Communication - "save the date"/theme/Keynote speaker
July	Communication - Reminders about RFP
	Draft the Evaluation

August	Session/poster presenters selected
	Presenters notified
	Draft and send confirmation letters to session/poster presenters
September	Confirm Schedule
	Work with Recognition Committee, AD's, and VP's of Program areas to begin award nominations
	Communication - Announce registration open Oct 15 (or other decided date)
	Communicate with person facilitating registration - make sure they have final schedule, etc.
	Meet with Location to review schedule and accomodations
	Confirm Evaluation
October	Registration begins
	Marketing - begin production of schedule booklet
	Work with CommTech and others to determined availability of needed supplies (projectors, screens, routers, etc)
	Send Evaluation to Tom Archer's office for inputing into Zoomerang
November	Award Nominations turned in - given to marketing team to begin awards booklet
	Review menu selections with location, ensure proper meal coverage
	Purchase any decorations/materials needed
	Booklets to press no later than December 1!
	Ordering - folders, incentives, etc.
	Solicit individuals to assist with decorations, registrations, preparations
December	Registration ends NO LATER THAN DECEMBER 1
	Review schedule and room locations to ensure that facilities/rooms are large enough
	Communicate with location to ensure needed facilities and food
	Communicate with session/poster presenters to ensure proper equipment needs
	Print off registration information, nametags for all participants
	Day before conference - stuff packets of information for participants
	Be prepared for the UNEXPECTED!
	Direct Tom Archer's office to release evaluation with the week of annual conference
Work with facilitators, facility, and annual conference team to ensure smooth flow of events	