

# *Conference Planning Worksheet*

**Contact Information**

Event Title \_\_\_\_\_

Contact Name \_\_\_\_\_

Title \_\_\_\_\_

Company/Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-mail \_\_\_\_\_

**Event Description** (will be used for online registration page)

---

---

---

**Dates and Size**

Group Size (including staff) \_\_\_\_\_

Preferred Dates \_\_\_\_\_

Will there be any early arrivals or late departures? \_\_\_\_\_

**Group History**

Please provide us with information concerning past events:

Date	Venue	City	State	Number in attendance

What was last year's budget for this event? \_\_\_\_\_

Can you supply the agenda for last year's event? \_\_\_\_\_

Please list any additional contacts we may consult about prior events:

---

---



**Exhibit Space**

Date/Day	Time	Room setup (e.g., 8' tables or pipe and drape)	Number of exhibitors	Audio-visual needs	Electricity/Internet needs

**Food and Beverage**

University Residences Dining Court Meals

Breakfast

Lunch

Dinner

**Catered Meals**

Date/Day	Time	Meal (e.g., breakfast, lunch, dinner)	Number of guests		Alcoholic beverages	Speaker/speakers	Audio-visual needs

Please list any dietary restrictions your group may have:

---



---

**Event Registration**

Registration Fee

○ Early: \_\_\_\_\_ by \_\_\_\_\_

○ Late: \_\_\_\_\_ by \_\_\_\_\_

Refund policy

Data to collect, e.g. tee-shirt sizes, special questions

Confirmation letter to registered attendees

**Special Events**

Golf outing

- Ropes course/teambuilding
- Recreational Sports Center
- Transportation services
- Community events and tours
- Other (please describe) \_\_\_\_\_

**Event Presenters**

Name	Honoraria	Travel	Lodging	Speaker/ speakers	Audio-visual needs

**Event Marketing**

- Save the date
- Brochure
- Registration form
- Web site
- Call for papers
- Targeted mailing lists
- photography

**Other Event Considerations**

- Promotional items (shirts, bags, name badge holders)
- Supplies (office supplies, presenter materials)
- Gifts for presenters and volunteers
- Handouts for attendees
- Course materials, textbooks, programs
- Directional signage