

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, if applicable)

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:

Lodging

Hotel Accommodations

Residence Halls

Check-in date	Check-out date	Number of rooms/beds	Type of accommodation

Payment Method:

Direct bill

Reservation Method:

Individual reservation

Rooming list

Meeting Space

General Session

Date/Day	Time	Room setup (e.g., classroom, theater, conference, etc.)	Number of people	Audio-visual requirements	Meal (e.g., cont. breakfast, break)

Breakout Rooms

Date/Day	Time	Room setup (e.g., classroom, theater, conference, etc.)	Number of people	Audio-visual requirements	Meal (e.g., cont. breakfast, break)

Exhibit Space

Date/Day	Time	Room setup (e.g., 6' tables or pipe and drape)	Number of exhibitors	Audio-visual requirements	Electricity/Internet needs

Food and Beverage

University Residence Hall Dining Facility Meals

- Breakfast
 Lunch
 Dinner

Catered Meals

Date/Day	Time	Meal (e.g., breakfast, lunch, dinner)	Number of guests	Alcoholic beverages	Speaker(s)	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

- Ski/Golf outing
 Ropes course/teambuilding

- Recreational Sports Center
- Transportation services
- Community events and tours
- Other (please describe) _____

Event Presenters

Name	Honoraria	Travel	Lodging	Per Diem	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
- Etc: