Conference Planning Checklist

Once your date(s) and room(s) are confirmed, consider the following throughout the planning process.

Room Set Ups

- How should the room(s) be set up (i.e. round tables, classroom style, theater style, etc.)?
- What seating capacity is needed in the room(s)?
- Are coat racks needed?
- Is an additional table(s) needed for book signings, awards, etc.?
- Is a table(s) needed for registration?
- Should the table(s) be clothed and skirted?
- Will there be pipe and drape or a backdrop in the room(s)?

Presenters

- How many presenters will there be?
- What room(s) will presenters be in?
- Should the presenters be elevated on a stage?
- Do presenters need access to an LCD projector and screen?
- Do presenters need special technology?
- Do presenters need easels, flip charts, or white boards?
- Do presenters prefer wired, handheld, or lapel microphones?
- Do presenters plan to use Skype during their presentation?
- Are presenters bringing a laptop (if so, what kind?) or will they use a facility provided PC?
- Do presenters need wireless internet access?

Vendors/Exhibitors

- Where will the vendors be located?
- What time will vendors be setting up?
- Do the vendor tables need to be clothed and skirted?
- Do vendors need access to electricity or wireless internet?
- Do vendors need carts for hauling items from their vehicle to their table?
- Do vendors need access to a freight elevator for transporting large items?

Entertainment

- Will there be live music or a live performer? If so, when, where, and what is their arrival time and load in needs?
- Will recorded music be played? If so, will it be from a DVD, CD, iPod, or the XM House Sound?
- Is special lighting needed?
- Are there any special audio/visual equipment needs?
- Is a dance floor needed?
Catering

- What meals will be offered?
- Will there be refreshment breaks or a social hour?
- Will alcohol be served? Hosted or cash bar?
- Will meals be served or buffet style?
- Will there be any other food arrangements, such as cafeteria or retail dining?

Schedule

- What time will the conference organizers arrive?
- What time will presenters and attendees arrive?
- How will the conference flow throughout the day?
- Has a final schedule been provided to the Facilities Coordinator?

Parking

- How many vehicles will need parking on campus? (Don’t forget about presenters, vendors, and conference organizers.)
- How will parking permits and directions be distributed?
- How will guests find their designated parking location?
- Will there be a parking attendant(s)?
- Will shuttle service be provided?

General

- Will conference organizers, presenters, vendors, or attendees need access to a copier, printer, or fax machine?
- Will attendees need wireless internet access?
- Will sign holders be needed for directional signage?
- Who is the on-site, day-of contact person from your organization?