

Great Plains RC&D October 2003 Conference Timeline

June 2003:

- Week 1: Finalize all speakers and sessions schedule
- Week 2: Solicit vendor booths and sponsors
- Week 3: Rough draft of brochure reviewed at Redlands
- Week 4: Finalize brochure and find publishing donor

July 2003:

- Week 1: Finalize all brochure mail out databases
- Week 2: Make speaker travel arrangements, finalize audio/visual needs, collect bios, outlines, and handout information
- Week 3: 1st brochure mailing
- Week 4: Planning committee meeting

August 2003:

- Week 1: Collect information and compile databases for attendee packets
- Week 2: Attendee database and name tags
- Week 3: Second brochure mailing
- Week 4: Sep. 1 – Speaker information due. Sep. 5 – Vendor information due.

September 2003:

- Week 1: Luncheon to determine scholarship recipients, due Sep. 5th
- Week 2: Attendee packets – include speaker presentation materials, sponsoring agency brochures, attendee lists, directories. Box up attendee, vendor and speaker packets display table info: brochures, sign-up sheets, etc.
- Week 3: Session Info: session signs, full bio on speaker for intro., copies of handouts for participants, survey for individual speakers, and speaker gifts
- Week 4: Attendee registrations due, Gather and box all requested supplies: flip charts, poster board, markers, pens, pencils, extension cords, projectors, screens, etc.

October 1, 2003: Copies of session materials due if RC&D is making the copies. Speaker travel arrangements due

October 21, 2003: Conference! Committees and volunteers arrive early for set-up