

TIMELINE

BEGIN PROMO FOR YOUR EVENT:

EMAIL DELEGATES/SPEAKERS WITH PRE EVENT NEWS,
MAKE A TIMETABLE FOR SOCIAL MEDIA COVERAGE,
CREATE A #TAG TO MAKE YOUR EVENT EASY TO
PUBLICISE

**MAKE ENQUIRIES AND
CONFIRM WITH A
VENUE**

START

1 WEEK BEFORE:

CORRESPOND WITH VENUE REGARDING
EVENT (I.E PROGRAMME, NUMBERS,
CATERING, EQUIPMENT)
SHIP ANY MATERIALS TO THE VENUE

MIDDLE

POST EVENT:

PROVIDE FEEDBACK OPPORTUNITIES FOR
DELEGATES
GIVE THANKS TO SPEAKERS AND DELEGATES
RE CAP: WHAT CAN BE BROUGHT TO THE NEXT
EVENT?

END

BEGIN A REGISTRATION SPREADSHEET

**BEGIN PREPARING PRESENTATIONS, SUPPORTING
DOCUMENTS**

**THINK ABOUT PACE OF THE EVENT (I.E PRESENTATIONS,
BREAKTIMES, WORKSHOP/GROUP SESSIONS ETC)**

**DECIDE WHAT AV AND CATERING YOU REQUIRE IF YOU
HAVEN'T DONE SO ALREADY**

EVENT:

THINK GREEN MEETINGS. CAN NAME BADGES
OR MATERIALS BE REUSED? CAN DOCUMENTS
OR PRESENTATIONS BE SHARED DIGITALLY
RATHER THAN PRINTED?

CREATE DOOR SIGNS TO BE PRINTED
SEND OUT VENUE INFO AND DIRECTIONS TO
DELEGATES AND SPEAKERS
ENQUIRE WITH DELEGATES IF THEY HAVE ANY
DIETARY REQUIREMENTS FOR CATERING