



## **Student Aid Awareness**

### **SAMPLE - Conference Planning Checklist**

**Conference Name:** \_\_\_\_\_

**Purpose of Conference:** \_\_\_\_\_

**Date(s) of the Event:** \_\_\_\_\_

**Range of Audience Participation (#'s):** \_\_\_\_\_

**Check-In Time:** \_\_\_\_\_

**Check-Out Time:** \_\_\_\_\_

**Total Estimated Cost:**                   \$ \_\_\_\_\_

**Conference Point of Contact:** \_\_\_\_\_

**Phone Number/Fax/Email:** \_\_\_\_\_



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<i>Topic</i>	<i>Issues</i>	<i>Who will handle?</i>	<i>When?</i>	<i>Comments (\$, POC, phone, etc.)</i>
<b>Students Channel Support</b>	What support (time/resources) will Students Channel provide			
<b>Organize a committee</b>	Local, regional, national members			
	Conference cancellation policy			
	Logistics of communication (meetings, email, phone)			
<b>Reserve rooms</b>	Costs			
	Scheduling			
	Technology available			
	Large rooms for general sessions			
	Locations for registration, conference headquarters			
	Areas for breaks			
	Areas for demos			
<b>Program development</b>	General topic/theme			
	Presenters			



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<b>Housing</b>	Identify hotels, dorms, etc. (consider location, cost, quality)			
	Registration procedures (directly with facilities or conference registration)			
	Reserve blocks (guarantees, cancellation policies, etc.)			
<b>Transportation/Travel</b>	Maps and travel guidelines			
	Shuttles to/from airport(s)			
	Shuttles to/from lodging to conference			
<b>Food</b>	How many meals included in conference fee			
	Breaks (drinks, snacks)			
	List of local restaurants/prices/locations			
	Special dietary allowances			



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<b>Vendor or Booth Display</b>	Location, schedule, logistics			
	Table, chairs, table skirts, waste paper basket carpet			
	Materials (business cards, attendance sheet, candy, pens, etc.)			
	Signage and backwall drape			
<b>Outside Support</b>	Vendor sponsored functions			
	Local school support			
<b>Conference Packets</b>	What to include (maps, schedule, local info, writing materials)			
	Preparation (collecting materials, duplication, stuffing)			
	Distribution (how, when)			
<b>Name Tags</b>	Size and type			



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<b>Equipment Setup &amp; Support</b>	What is/can be available for presentations			
	Support staff (setup, troubleshooting)			
	Video (TV/VCR)			
	Projector (Slide/overhead)			
	Audio (Sound/Microphone)			
	Phone & Modem Line with long distance capability			
	Internet Access			
	PC or laptop/ Special AV/computer requirements			
	Extension cords			
<b>Computers/Software</b>	What is/can be available (Platform, OS, applications)			
	Who installs or sets up			
	Who cleans up afterward			

<i>Topic</i>	<i>Issues</i>	<i>Who will handle?</i>	<i>When?</i>	<i>Comments (\$, POC, phone, etc.)</i>
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<b>Entertainment</b>	Information on restaurants/Local sites of interest			
	Local sites of interest			
	Family events (if a larger conference)			
	Conference sponsored activities			
	Scheduled free time			
<b>Utility Service</b>	Water/Electrical			
<b>Shipping/Storage</b>	Logistics, vendors, cost, time frame			
<b>Delivery/Freight Handling</b>	Logistics, vendors, costs, timeframe			
<b>Conference Clean-Up</b>	Dismantling and/or Union considerations			