

# Conference Planning Checklist

Foundation Phase				
Task	Done?	Assignee	Due Date	Notes
<b>8–6 Weeks Before the Event</b>				
Finalize the conference program, confirming speakers, session topics, and presentation schedules.	<input type="checkbox"/>			
Confirm the venue, including seating arrangements, A/V needs, catering, and special requirements like accessibility or parking.	<input type="checkbox"/>			
Open registration and send invitations to potential attendees, ensuring clear instructions for registration and cancellations.	<input type="checkbox"/>			
Secure sponsors/partners and finalize sponsorship packages, agreements, and promotional opportunities.	<input type="checkbox"/>			
Design the event logo, theme, and materials like brochures, signage, and presentation templates.	<input type="checkbox"/>			
Launch the event website or registration platform with all event details, agenda, speaker information, and payment processing.	<input type="checkbox"/>			
Promote the event via social media, email newsletters, and other marketing channels.	<input type="checkbox"/>			
Plan any special events or networking opportunities, confirming venues and logistics for these activities.	<input type="checkbox"/>			
Review and adjust the event budget, ensuring allocations for all areas and confirming vendor payments.	<input type="checkbox"/>			
Confirm speaker contracts, honorariums, travel, and accommodation arrangements.	<input type="checkbox"/>			

Monitor early registration numbers and engage with any non-registered attendees.	<input type="checkbox"/>			
<b>5–4 Weeks Before the Event (Promotion &amp; Confirmation Phase)</b>				
Finalize the promotional strategy and continue promoting the event through social media and email newsletters.	<input type="checkbox"/>			
Confirm all details with speakers, ensuring they have travel arrangements, presentation materials, and any needed accommodations.	<input type="checkbox"/>			
Monitor the registration process, tracking the number of attendees and sending follow-up reminders to those who haven't registered.	<input type="checkbox"/>			
Send out registration confirmation emails with final event details, including venue information, program schedule, and any special instructions.	<input type="checkbox"/>			
Finalize any last-minute sponsorship or partnership agreements, confirming sponsor contributions and visibility at the event.	<input type="checkbox"/>			
Confirm all logistical details with the venue, including A/V needs, catering, and seating arrangements.	<input type="checkbox"/>			
Coordinate with volunteers or staff to assign roles for event day, including check-in, session management, and speaker assistance.	<input type="checkbox"/>			
Reconfirm transportation and accommodation details with vendors and speakers to ensure smooth arrival and departure logistics.	<input type="checkbox"/>			
Create a media or press kit for the event, if applicable, and start reaching out to relevant media outlets for coverage.	<input type="checkbox"/>			
Finalize event signage and any printed materials, including programs, posters, and attendee packets.	<input type="checkbox"/>			
Begin coordinating event badges, name tags, and other attendee identification materials.	<input type="checkbox"/>			

Review and confirm any dietary requirements or special accommodations requested by attendees or speakers.	<input type="checkbox"/>			
Ensure all legal and safety considerations are in place, and confirm emergency procedures with the venue.	<input type="checkbox"/>			
<b>3–2 Weeks Before the Event (Final Preparations Phase)</b>				
Finalize all event materials, including agendas, speaker bios, handouts, and name badges.	<input type="checkbox"/>			
Confirm the final attendee list, ensuring that all registrations are accounted for and processing any last-minute sign-ups.	<input type="checkbox"/>			
Reconfirm all logistical arrangements with the venue, ensuring A/V equipment, catering, seating, and signage are prepared.	<input type="checkbox"/>			
Review and confirm transportation and accommodation for speakers, VIPs, and staff.	<input type="checkbox"/>			
Coordinate any last-minute adjustments with vendors, such as catering, A/V, or decor.	<input type="checkbox"/>			
Ensure all printed materials are ready for distribution on the event day.	<input type="checkbox"/>			
Conduct a final run-through of the event schedule with your team, reviewing timing, roles, and contingencies.	<input type="checkbox"/>			
Test all A/V equipment and technology at the venue to ensure functionality, including microphones, projectors, and Wi-Fi.	<input type="checkbox"/>			
Finalize any social or networking event details, confirming locations, catering, and attendance.	<input type="checkbox"/>			
Begin preparing event kits, such as attendee packets, programs, badges, and promotional materials.	<input type="checkbox"/>			
Send final reminder emails to registered attendees, including the full event schedule, venue map, and any other critical details.	<input type="checkbox"/>			

Prepare backup plans for any potential technical or logistical issues that could arise.	<input type="checkbox"/>			
<b>1 Week Before the Event (Final Check &amp; Coordination Phase)</b>				
Final check of all event materials, such as name badges, attendee packets, and programs, to ensure accuracy and completeness.	<input type="checkbox"/>			
Ensure all speakers have their travel and accommodation details confirmed, and they have any necessary event information.	<input type="checkbox"/>			
Review the final attendee list and print materials like name badges and attendee lists.	<input type="checkbox"/>			
Confirm transportation details for speakers, staff, and VIPs.	<input type="checkbox"/>			
Double-check that all emergency protocols are in place and staff are informed of the procedures.	<input type="checkbox"/>			
Set up and test registration systems, ensuring smooth check-in and registration for attendees.	<input type="checkbox"/>			
Reconfirm roles and responsibilities for volunteers and staff to ensure no overlap or missed tasks.	<input type="checkbox"/>			
Conduct a final team meeting to review the schedule, ensure everyone understands their tasks, and address any last-minute concerns.	<input type="checkbox"/>			
Ensure all technology (Wi-Fi, projectors, microphones) is tested and ready for use during the event.	<input type="checkbox"/>			
Send final emails to all participants, providing the final agenda, venue address, and any additional instructions.	<input type="checkbox"/>			
Coordinate with vendors to ensure timely delivery of any last-minute items, such as	<input type="checkbox"/>			

## Event Day (Execution Phase)

### Pre-event Setup – Set the Stage

Ensure all staff and volunteers are ready and set up for the day.	<input type="checkbox"/>			
Have staff or volunteers ready with all necessary materials, such as name badges, attendee lists, programs, and giveaways.	<input type="checkbox"/>			
Test microphones, projectors, screens, Wi-Fi, and any other technical needs.	<input type="checkbox"/>			
Ensure the catering team is on schedule and meals/breaks are delivered on time.	<input type="checkbox"/>			
Place clear signage throughout the venue to direct attendees to registration, breakout rooms, restrooms, and other key areas.	<input type="checkbox"/>			
Double-check seating arrangements, stage setup, breakout rooms, and presentation spaces.	<input type="checkbox"/>			
Assign roles to volunteers and staff, ensuring everyone is clear on their responsibilities for the day.	<input type="checkbox"/>			
Make sure that handouts, agendas, programs, and promotional materials are available for distribution.	<input type="checkbox"/>			

### During the Event – On the Clock

Ensure that each session starts and ends on time, with enough time for transitions between speakers or activities.	<input type="checkbox"/>			
Handle any check-in issues quickly and ensure registration runs smoothly.	<input type="checkbox"/>			
Provide immediate support for any issues that arise, such as additional seating or tech support.	<input type="checkbox"/>			

Ensure each segment of the event is running as planned. If there are delays, adjust accordingly.	<input type="checkbox"/>			
Regularly check in with participants, speakers, and sponsors to ensure satisfaction and address concerns.	<input type="checkbox"/>			
Ensure breaks, meals, and refreshments are available when scheduled.	<input type="checkbox"/>			
Be prepared to troubleshoot and resolve A/V, Wi-Fi, or other technical issues promptly.	<input type="checkbox"/>			
Ensure breaks and transitions between sessions are smooth, and attendees know where to go next.	<input type="checkbox"/>			
Actively encourage interaction among attendees during breaks, lunches, and after-hours events.	<input type="checkbox"/>			
<b>Wrap-up – The Final Touch</b>				
Thank attendees, speakers, sponsors, and volunteers for their participation.	<input type="checkbox"/>			
Supervise the venue to ensure it is properly cleaned and that all equipment is returned to suppliers.	<input type="checkbox"/>			
Distribute post-event surveys to attendees, sponsors, and speakers to gain insights into the event's strengths and areas for improvement.	<input type="checkbox"/>			
Send personalized thank-you emails or letters to speakers, sponsors, volunteers, and key participants.	<input type="checkbox"/>			
Ensure any follow-up materials, such as session recordings, presentations, or additional resources, are sent to attendees.	<input type="checkbox"/>			
Provide sponsors with the post-event report, showcasing their impact, attendance numbers, and media coverage.	<input type="checkbox"/>			
Ensure that all rented equipment is returned on time and in good condition.	<input type="checkbox"/>			

Confirm all invoices are settled and ensure that the event stayed within budget.	<input type="checkbox"/>			
Consider sending a press release or social media posts about the event's success, key moments, and takeaways.	<input type="checkbox"/>			
Upload any event photos or videos to the event website or social media for attendees to access.	<input type="checkbox"/>			
<b>1 Week After the Event (Post-event Review Phase)</b>				
Distribute post-event surveys to collect feedback from attendees, speakers, and sponsors to evaluate the event's success.	<input type="checkbox"/>			
Analyze the feedback from surveys to identify strengths and areas for improvement.	<input type="checkbox"/>			
Review the overall event performance against initial goals and objectives to determine its success.	<input type="checkbox"/>			
Compile and share any event materials (such as presentation slides, recordings, or photos) with participants.	<input type="checkbox"/>			
Confirm the return of all rented equipment and finalize any outstanding payments or invoices.	<input type="checkbox"/>			
Provide sponsors with a report detailing their contributions, event highlights, and media coverage.	<input type="checkbox"/>			
Meet with the planning team to discuss what worked well and what could be improved for future events.	<input type="checkbox"/>			
Update the event's social media channels or website with post-event content, including thank-you messages, highlights, and photos.	<input type="checkbox"/>			
Consider a post-event press release or media outreach to share the event's success and key moments.	<input type="checkbox"/>			