Identify Event Team (event worker bees)
- Set up a contact directory/network
- Agree on communication needs, for example:
  - e-mail
  - web network
  - regularly scheduled meetings

Tech Support for (some ideas):
- On-line Registration Website development and maintenance
- Audio-Visual Support for Speaker(s)

Theme & Logo design for (some ideas):
- Invitations to speakers, helpers and co-sponsors
- Registration/Parental Permission Forms
- Posters and/or flyers
- T-shirt
- Website
- Event Program or Itinerary
- Nametags
- Welcome and cover letters
- Registration signs
- Directional signage (to campus, to bathrooms, to water fountains)
- Determine facility needs & make reservations

Recruit Event Help/Support:
- Speakers -- During speaker confirmation process, obtain bio (background information), tech. support needs and any other special needs.
- Photographer
- Campus Marketing/Communications Dept.
- Staff and/or Volunteers -- Write job descriptions/day’s expectations.
- Tour Guides, Lunch Servers, Day Greeters when busses arrive, Hall Monitors Event Preparation (sharpen pencils, put together students’ schedules, put speaker packets together)
- What kind of orientation is needed for volunteers?
- Gifts for helpers?

A few weeks to a month before the event:
- Contract(s) finalized? (some ideas of possible contracts)
  - Graphics (posters, certificates…)
  - Meal(s)
  - Book Store (snacks, buttons and door prizes)
  - Keynote speaker
- Review Event Safety Plan
- Facility Confirmation (submit forms)
- AV, Sound System and related equipment

After event:
- Thank you letters to everyone
- Debrief meeting – critique day