DEPARTMENT CONFERENCE PLANNING TOOL KIT

Purpose:
To provide instructive guidance and tools to departments planning a conference that is not directly supported by CAS Events and/or CAS Marketing. This document can not only guide event planning but serve as a task completion checklist. Supporting resource documents are accessible here: https://usf.box.com/s/z35qdu3ln14h7a1g95lmjrhlc22l8hj6

Timeline: Please note these are suggested time frames and may vary based on circumstances

9-12+ Months
- x Determine Event Date
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60 Days
- x   Create Day of timeline and supply lists
- x   Follow marketing plan timeline

10-30 Days
- x   Finalize floorplans and AV needs with Venue
- x   Ensure all forms required by Venue are submitted
- x   Create volunteer schedule and job assignments/descriptions
- x   Follow marketing plan timeline

10-Day prior
- x   Determine final attendance numbers
- x   Communicate with volunteers to confirm attendance
- x   Pick up borrowed supplies
- x   Provide final attendance numbers to caterer