



## 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 resources are accessible here: <https://usf.box.com/s/z35qdu3ln14h7a1g95lmjrhlc2218hj6>

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

### 9-12+ Months

Determine Event Date



*f*









#### 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