**Completed:**

* Establish Event Date
  + Room Square Footage and Capacity
    - Capital Room / General Sessions 46 X 44 Classroom 100
    - Westerville Room 41 X 24 Classroom 40
    - Powell Room 32 X 24 Classroom 30
* Secure Venue
* Recruit Committee & Schedule Weekly Meetings
* Established Fee Structure
  + Members: Before Aug. 18 Early Bird $125 / After Aug. 18 $150 (this includes members from other ATD Chapters)
  + Non-Members: Before Aug. 18 Early Bird $150 / After Aug. 18 $175

**4 Months Ahead of Event**

* Review ATD by-laws
* Develop Event Agenda
* Select Breakout Topics using ATD competency model
* Secure Presenters
* Get bio information and photos – By July 9
* Create and Launch publicity Plan
* Promote Save the Date / Enable online registration /
* ~~Select / Create Event Database~~
* MentorCliq?

**3-4 Months Ahead of Event**

* Secure Door Prize / Swag
* Day of Event Sponsors
* Select Menu
* ~~Add Video to Promotion?~~
* ~~Determine Registration Packets Not Needed /~~
* Update website with final agenda / email last year’s participants
* Send Reminders to Members
* ~~Create a drop-box to access information before and after the event Not Needed~~
* Include a traffic map to help attendees navigate

**1-2Months Ahead of Event**

* Confirm Technology Needs for Speakers – By July 9
* Name Badges (office max) Ordered
* Confirm Technology Needs with Venue – This Thursday 7:30am
* Confirm Menu with Venue – This Thursday 7:30am
* Include a traffic map to help attendees navigate in app? Will get this Thursday

Request Copy of Presentations to Have Back-Up - Done

* Promote Event
* Track Registration

**3 Weeks to 1 Month Ahead of Event**

* Meet at Quest and Agree on Room Set-up & Traffic Flow - when
* Finalize Event Scripts (Welcome / Introductions / event sponsors 5 minutes/ door prizes, etc)
* ~~Start Putting Participant Packets Together~~
  + ~~Itinerary / Agenda~~
  + ATD Membership Information / How to get involved..
  + Name Badges
  + Door Prize Enrollment – 7-8 door prizes (need to pick up tickets)
  + Determine Photo Ops and Social Media – put pictures on the app
  + Evaluation – follow-up survey either through app or follow-up email (draft next week)
* Ensure Door Prizes Have Arrived
* Provide updated Numbers to Venue (end of Early Bird)

**1 Week Ahead of Event**

* Brief Any Greeters/ Hosts / Volunteers About Their Role
* Close Registration
* Provide Final Numbers to Venue
* Determine Photo Ops / Presenters / Committee /
* Create master plan (breakout title, presenter, presenter contact, AV needs,)

**1 Day Ahead of Event**

* Ensure all Signage Will Be in Place
* Set Up Registration Tables (night before)
* Ensure all Participants Packets / Door Prizes / Recognition to Presenters are onsite

**Day of Event**

* Arrive at 6am To Set Up
* Let the Fun Begin

**Immediately Following Event**

* Gather All Receipts & Final Documentation
* Send Thank You’s To
  + Sponsors (will we have any?)
  + Volunteers
  + Presenters
  + Follow-Email to Attendees

**1 Week After Event**

* Committee Meeting After Action Review
  + Review Evaluations
  + Discuss plus’s and delta’s of the event
  + Celebrate