



## Chapter Event/Meeting/Seminar Planning Deadlines Calendar

Topic(s): \_\_\_\_\_  
 Speaker(s): \_\_\_\_\_

Days	Volunteer Name	Task
-100 days	_____	Chapter chairs, IADD, Regional VP program topic selection.
-100 days	_____	Choose Chapter meeting date – confirm with IADD.
-90 days	_____	Select location and site – work with hotel on meeting room space, sleeping rooms, food costs, etc. (plant tour - work with onsite contact, outside food vendors).
-75 days	_____	Draft budget for meeting including meeting room fees, A/V, presenter fees, food & beverage, etc.
-75 days	_____	Determine cost for attendees.
-75 days	_____	Descriptions and program information due for flyer.
-60 days	_____	Create flyer; send to IADD for approval.
-55 days	_____	Print flyers, prepare labels (ask Jill about IADD role).
-45 days	_____	Mail flyers.
-30 days	_____	Ask IADD to email meeting information to all members & prospects.
-30 days	_____	Start calling and hand delivering flyers.
-15 days	_____	Confirm with hotel meeting room and AV needs - room set up for program, registration table, vendor display tables.
-15 days	_____	Continue promoting program by telephone calls.
-15 days	_____	Handout materials due from presenters.
-10 days	_____	Copy handout materials.

-10 days \_\_\_\_\_ Check registration list against room size. Make changes to food count, add to table and chair count with hotel.

-10 days \_\_\_\_\_ Prepare materials to bring to meeting including name tags, paper, pens, markers.

-10 days \_\_\_\_\_ Prepare and copy meeting evaluation forms.

-2 days \_\_\_\_\_ Prepare attendee list. Copy to hand out to attendees.

*D-DAY* \_\_\_\_\_ **CHAPTER PROGRAM**  
Bring handouts, evaluation forms.  
Short meeting with officers after meeting to assess program.

+ 7 days \_\_\_\_\_ Mail thank-you letters to speakers, moderator, planners.

+ 14 days \_\_\_\_\_ Process bills, reimbursements, make deposit, assess evaluations.

+ 14 days \_\_\_\_\_ Treasurer to prepare meeting financial report/breakdown of costs.

+ 14 days \_\_\_\_\_ Prepare final attendance list and evaluation summary. Copy to Chapter officers and IADD.