

Meeting Planners Timeline

Prior to One Year Out

- Contact the Jamestown Convention staff
- Site visits
- Select dates (Check local calendar of events to avoid conflicting dates and events.)
- Sign facility contract
- Determine conference hotels
- Develop conference budget
- Develop conference logo
- Establish Local Committee/contact
- Select theme/design logo
- Invite speakers
- Make travel arrangements

12 Months

- Brainstorm program ideas
- Create agenda: business and social
- Determine registration price
- Obtain event insurance
- Determine exhibitor price

9–11 Months

- Solicit exhibitors and sponsors
- Determine program contents
- Determine and contact speakers
- Determine any off-site space needs
- Design and order printed materials
- Determine field trips needs
- Develop registration materials
- Contract with transportation for field trips

6–10 Months

- Recruit volunteers

- Send "save the date" mailings to audience
- Determine entertainment needs
- Select caterer and menu
- Determine technical needs

3–5 Months

- Determine any public relation and media needs
- Send program brochure with registration materials
- Determine signs and banners needed
- Open online registration, if applicable

1–2 Months

- Arrange hospitality for staff and volunteers
- Remind registrants of travel/lodging deadlines
- Send out e-mail to all registered attendees with any updates, etc.
- Site visit: review room diagrams and technical specifications with facility
- Order information and novelty packets through Jamestown CVB.

Less Than One Month Out

- Prepare badges
- Stuff registration bags
- Finalize menus and guarantees
- Confirm agenda with all vendors
- Ship materials and confirm arrival with venue
- Confirm pickup of all rental equipment and supplies
- Arrange for return shipment of all materials