

A Proper Conference Checklist for Champion Events

Task	Completed?	Person Responsible	Approx. Time to Complete	Due
6-12 Months Before the Conference				
Project planning: <ul style="list-style-type: none"> • Conference conceptualisation • Develop scope • Set objectives (SMART goals), milestones & deadlines • Define budget • Identify audience • Create guest wishlist 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>			
Source your venue	<input type="checkbox"/>			
Research & shortlist suppliers	<input type="checkbox"/>			
Send out save-the-dates to key stakeholders	<input type="checkbox"/>			
Secure keynote speakers (and have a list of backups to hand)	<input type="checkbox"/>			
3-6 Months Before the Conference				
Set up attendee registration systems	<input type="checkbox"/>			
Build out conference agenda	<input type="checkbox"/>			
Send out welcome information	<input type="checkbox"/>			
Secure sponsors & plan for their requirements	<input type="checkbox"/>			



