

Council Event Meeting Planning Checklist

Officer(s) Responsible Target Date Done?

6-8 Months Out

- Determine meeting goals/objectives
- Discuss potential topics and speakers
- Identify possible dates
- Research venue options
- Research conflicting CUES events and other industry events
- Set budget

5-6 Months Out

- Choose a date and venue
- Secure Speakers
- Sign hotel contract for meeting space and room block, if needed
- Secure any needed restaurant space
- Start talks with sponsors
- Prepare a "Save the Date" email blast
- Establish Registration Fee
- Start working on any brochures or flyers

3-4 Months Out

- Make sure CUES has information for online registration
- Negotiate menus
- Send out brochure/email blast when registration is open
- Obtain AV needs from speakers
- Review hotel contract deadlines

2 Months Out

- Review and confirm session schedule with hotel
- Send second email blast
- Reconfirm speakers
- Send final agenda to sponsors
- Review hotel block, if applicable

1 Month Out

- Send email blast
- Prepare meeting evaluation form
- Touch base with hotel

2 Weeks Out

- Finalize food/beverage plans
- Prepare badges
- If needed, create registration handouts
- Assign on-site responsibilities

1 Week Out

Final check with hotel contact

At the Event

Set up check in table and hand out badges

Introduce speaker and keep on time

Manage and execute the agenda

Set out CUES collateral

Hand out survey to attendees and collect to aid in future planning

1 Week After

Send thank yous to speakers, sponsors and attendees

Send final attendance list to CUES

Send evaluation results to CUES