

Conference Sample Event Checklist

KEY TERMS:

- ~~Conferences- events with 1,000~~ or fewer attendees that generally last at least ~~two~~ days.
- ~~Conventions- events with 1,000- 19,999~~ attendees that generally last at least two days.
- ~~City-wide conventions- events with 20,000~~ or more attendees on a peak night that generally last at least two days.
- Event planning group can also be referred to as conference planning committee, host committee, or a variety of other names. Ultimately this group is responsible for the overall success of the conference. Generally

Helpful Tip:

It is recommended that conferences are planned at least one year advance. Due to their size, conventions and citywide conventions often require at least a five year window.

| Task | Owner | Collaborator | Recommended Due Date | Status | Special Notes/Helpful Tips |
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