



## Conference & Event Planning

		Who	Done
Event:			
Date(s)/Time(s)			
CU Law Sponsor			
Primary Resp. Party			
Co-Sponsors			
CU Law Team members			
Budget			
Speedtype			
Attendance Cost			
Logistics:			
Attendance (range)			
Format			
Room(s) reserved			
Notify security			
Web Calendar/Kiosk			
Registration			
AV/IT			
Photos			
CLEs			
Signs			
Name tags			
Water			
Handicap assist			
Microphone			
Food/Beverage Alcohol			
Alconol			
Reservations/Travel:			
Hotel			
Restaurants			
Transportation			
Parking			
Notify Police			
1401117 Tollice			
Communications:			
Save the Date	Send date:		
Invitations	Send date:		
RSVP deadline			
Paper/email			
Mail lists			
Posters			
Presentations			
Program			
Bios			
Handouts/Brochures			
Plaques/Awards			
Honorariums			
Giveaways			
Proceedings			
Publicity/Ads	(Bars/Campus Email/Campus Flyers/Newspaper/Law Week/KGNU)		

Promotion Information			
Speakers:			
Big Names			
VIPs			
Audience(s):			
Trade			
Private			
Gov	(ethics regulations)		
Primary Promotion	(news story, high attendance, adv	ertise)	
Goal(s):	(news story, mgh arrendance, dave		
Uniqueness:			
Limitations: Sensitivities			
Forms:	<ul><li>Official Function</li></ul>	□ CLE	
	□ Alcohol	Buff Bulletin	
	□ Payment Vehicle	Donation wording	
Follow Up:			
Final Attendance			
Final Budget			
Thank you notes			
Feedback			
Improvements			
Have Again			



## Event Budget Management

Event:	
Date:	

What	Who	•	Planned \$	Actual \$
TOTAL				