

~ SAMPLE ~

Timeline of Tasks (Detailed)

Months Before Regional																
Status	Task#	Committee	Task	12	11	10	9	8	7	6	5	4	3	2	1	0
	1	General Chair	Exploratory work with venues, service providers (table/chair rentals, caterers, etc.), hotels.													
	2	General Chair	Sign contract with host hotel.	*												
	3	General Chair	Contract with other area hotels to secure sufficient room nights for event.													
	4	General Chair	Prepare and submit preliminary budget for approval by chapter's Board.													
	5	General Chair	Identify and recruit Committee chairs.	*												
	6	General Chair	Submit for approval NAWCC Regional Meeting and Public Day Agreement.	*												
	7	General Chair	Receive approval of NAWCC Regional Meeting and Public Day Agreement.	*												
	8	General Chair	Finalize pricing structure for event (mart tables, registration, early bird, banquet, etc.)													
	9	General Chair	Develop mart floor plan including location of electrical connections.	*										*	*	
	10	General Chair / Finance / Treasurer	Obtain finalized budget approval from chapter's Board.			*										
	11	General Chair	Investigate possible promotional items available through Convention and Visitors' Bureau.													
	12	General Chair	Arrange lodging for guest speakers, others (if needed).							*				*		
	13	General Chair	Schedule and assign meeting rooms for all events; coordinate room setup requirements with facility.													
	14	General Chair	Order promotional giveaway items from vendors.										*			
	15	General Chair	Identify recipients for awards, pins, plaques, etc.									*				
	16	General Chair	Confirm final set-up requirements with each Committee Chair.										*			
	17	General Chair	Place order for recognition certificates from Member Services at National.											*		
	18	General Chair	Conduct final review of requirements with facility.												*	
	19	ALL	Solicit volunteers for each committee.		*											
	20	Advertising	Create half-page and full-page ad for NAWCC <i>Mart & Highlights</i> .						*							
	21	Advertising	Develop Advertising plan; identify media contacts.							*						
	22	Advertising	Place first ad (full-page or half-page) for event in NAWCC <i>Mart and Highlights</i> .													

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Status	Task#	Committee	Task	12	11	10	9	8	7	6	5	4	3	2	1	0
	23	Advertising	Place second ad, with registration form and lodging info (full-page or half-page), in <i>NAWCC Mart and Highlights</i> .										*			
	24	Advertising	Place ads in various media outlets.												*	
	25	Banquet	Meet with potential caterers for Banquet, and select caterer.				*									
	26	Banquet	Finalize Banquet menu, floor plan layout, table centerpieces, and audio-visual needs.							*						
	27	Banquet	Finalize numbers and preparations for Banquet.												*	
	28	Donations / Door Prizes / Sponsorships	Identify and solicit door prizes from potential contributors.											*		
	29	Donations / Door Prizes / Sponsorships	Document list of donor names and gifts provided.													
	30	Donations / Door Prizes / Sponsorships	Identify plane for collection / storage / delivery for door prizes.											*		
	31	Donations / Door Prizes / Sponsorships	Define parameters/process for door prize drawings.											*		
	32	Exhibit / General Chair	Identify theme for exhibit.			*										
	33	Exhibit	Contact potential contributors for "loaner" items for display.					*				*		*		
	34	Exhibit	Finalize needs for exhibit tables, exhibit item descriptions, and support materials (risers, chairs, skirting, etc.).										*	*		
	35	Exhibit	Document list of exhibit items and their values; submit to Finance / Treasurer for insurance purposes.											*		
	36	Finance / Treasurer	Set up checking account.		*											
	37	Finance / Treasurer	Create and maintain accounting system.		*											
	38	Finance / Treasurer	Set parameters/notify committee chairs for reimbursement of expenses.											*		
	39	Finance / Treasurer	Secure Exhibit insurance.									*			*	
	40	Finance / Treasurer	Secure Liability insurance.										*			
	41	Finance / Treasurer	Forward new NAWCC memberships to National within one week of regional.													*
	42	Finance / Treasurer	Provide cash box and petty cash for Registration desk.													*

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Status	Task#	Committee	Task	12	11	10	9	8	7	6	5	4	3	2	1	0
	43	Signage / Posters	Define/design name badge for different categories of attendees (tableholder, early bird, general admission, etc.).													
	44	Signage / Posters / Donations / Door Prizes / Sponsorships	Design and print gift certificates (Mart Bucks, etc.)											*		
	45	Signage / Posters	Print name badges for different categories of attendees (tableholder, early bird, general admission, etc.).													
	46	Hospitality	Define plan for Hospitality during Mart.							*					*	
	47	Hospitality	Identify and contact potential contributors for Hospitality items (food, snacks, etc.).													
	48	Live Auction	Contract with auctioneer to run event; establish parameters.				*								*	
	49	Live Auction	Identify and contact potential contributors for auction items.									*			*	
	50	Mart	Identify location of facility's electrical connections.					*								
	51	Mart / General Chair	Develop plan/staffing needs for "move in" day at Mart.							*					*	
	52	Mart	Order plastic table covers for Mart; arrange for storage and delivery to facility.										*			
	53	Mart	Assign tables to table holders considering placement of electrical connections and restrooms.													
	54	Mart	Perform mart room setup.													*
	55	Mart	Setup mart room including placement of row signs and table covers.													*
	56	Pre-Registration / On-Site Registration / General Chair	Contact Convention and Visitors' Bureau for possible access to community volunteers for registration/other assistance.													
	57	Pre-Registration / On-Site Registration	Define equipment needs (laptop, printer, membership list from National, cashbox, packets, badges, etc.), overnight storage, etc. for Registration desk.													
	58	Pre-Registration / On-Site Registration	Finalize Pre-Registration materials, packet contents, and distribution process.													
	59	Pre-Registration / On-Site Registration	Process Pre-Registrations and provide updates to Finance / Treasurer Chair.										*	*		

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	60	Pre-Registration / On-Site Registration	Stuff packets.													
	61	Programs / General Chair	Prepare rough draft of schedule of programs.				*									
	62	Programs	Identify and recruit speakers for programs.				*									
	63	Programs	Identify resource to provide audio-visual equipment for programs.				*								*	
	64	Programs	Solicit advertisers and sponsors.						*					*		
	65	Programs	Confirm presenters for programs.						*						*	
	66	Programs	Collect short bios of presenters for programs and provide to Signage / Posters for design and printing.													
	67	Programs / General Chair	Finalize schedule of programs.									*				
	68	Programs	Obtain audio/visual equipment requirements from presenters.										*		*	
	69	Programs	Coordinate/communicate with audio-visual equipment provider on needs/schedule.										*			
	70	Programs / General Chair	Finalize program content; submit to printer.												*	
	71	Programs / Mart	Conduct test of PA system.													*
	72	Security	Develop security plan: identify staffing needs with Mart, Exhibit, and Programs, as appropriate.													
	73	Security	Finalize requirements for security with facility.								*				*	
	74	Security	Communicate requirements to security providers.												*	*
	75	Signage / Posters	Determine signage needs for event and provider of printing service.									*			*	
	76	Signage / Posters	Finalize location of signage; determine display support needs (easels, etc).										*			
	77	Silent Auction	Establish parameters for Silent Auction operation.									*				
	78	Silent Auction	Finalize details and prepare necessary materials for Silent Auction.										*		*	*
	79	ALL	Regional Opens!													*