

12/7/2006

### Mid-America Fundraising & Nonprofit Leadership Conference Timeline

Oct. 2	CFRE agreement
Oct. 6	AFP mailing lists provided electronically to NDANO.
	Preliminary budget completed.
	Conference logo to AFP.
Oct. 20	Distribute save-the-date postcard.
	Sign MOU.
Oct./Nov.	Determine sponsor and exhibitor information for registration form.
	Lay out conference schedule.
Nov./Dec.	Identify keynoters.
Jan. 1	Begin soliciting sponsors and exhibitors
	Begin finding session speakers. / COMPLETE BY end of January
Feb. 1	AFP lists to NDANO for registration brochure mailing
Mar. 1	Sponsor deadline for inclusion in registration brochure
Apr. 1	Mail registration brochure
Apr.	Finalize speakers, sponsors, exhibitors, site arrangements
May 1	Deadline for sponsors/exhibitors to be included in advertising/signage
May 11	Early bird deadline
May 15	Final deadline for exhibitor listing in program binder
May 16-31	Prepare program binder
June 3-5	Conference

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