

AFP MID-AMERICA CONFERENCE 2003

ASSIGNMENTS

Task	Assignment	Date
Conference Chair/ Co-Chair	[REDACTED]	
• Recruit leaders for subcommittees		04/01
• Schedule/facilitate steering committee meetings		Ongoing
• Oversee activities of subcommittee chairs		Ongoing
• Timeline for conference planning activities		11/01/01
• Develop conference budget, oversee compliance		11/01/01
• Contact presidents/representations of chapters		11/01/02
• Report on activities to AFP Chapter president		03/01/02
• Lead post-conference evaluation, summary process		06/01/02
• Act as advisor for future regional conferences		09/02
Program/Education Chairs	[REDACTED]	
• Coordinate contacts with speakers		
• Coordinate arrangements with Speaker Coordinator		
• Coordinate roundtable and survey source		
• Send speakers confirmation letters with details		
• Bio, topic and photo to Marketing Chair		
• Materials for registrant notebooks		
• Send out thank you's to speakers and keynotes		
Keynote Speaker Coordinator		
• Obtain keynote speakers with Program Chair		
• Underwriting for keynote speakers w/Sponsorship Chair		
• Contact prospective keynote speakers		
• Determine and book speakers		
• Send speaker confirmation letters w/details		
• Bio, topic, photo to Marketing Chair		
• Keynote speaker logistics w/Facilities Chair		
• Work with Marketing Chair on publicity		
Special Events/Activities Chair	[REDACTED]	
• Handle contacts/negotiations for entertainment		
• Plan special event activities at off-site locations		
• Stay within budgetary guidelines		
• Ensure special events have sponsors		
• Communicate w/Marketing Chair re special events		
• Contact Program Chair re registrants notebooks		
• Send out thank-you's pertinent to events		

Task	Assignment	Date
Facilities	M Messbarger	
• Work with conference co-chairs		
• Secure, confirm site, rooms, hospitality suite		
• Work with hotel staff for meals and breaks		
• Work w/Program Chair for speaker needs		
• Work w/Sponsor/Exhibitor Chair on displays		
• Work w/Special Events for coordinating events		
Treasurer		
• Establish bank accounts		10/22/01
• Collect and disburse funds		Ongoing
• Establish conference budget—Preliminary		10/30/01
• Maintain budget, expenses and income		Ongoing
• Disburse funds at close of conference		07/03
• File IRS 990 forms		01/04
Registration / Hospitals		
• Provide address to Marketing Chair for brochure		
• Work within budget		
• Send registrant fees to Treasurer		
• Send confirmation letters to attendees with info		
• Provide list of attendees for nametags, notebooks		
• Obtain welcome packets		
• Man registration booth		
• Send thank-you letter with Facility Chair		
Sponsors/Exhibitors		
• Recruit committee		02/01
• Develop recruitment plan	Committee	01/02
• Pre-, on-site, post-recognition plan	Committee	04/02
• Print, mail, follow-up w/vendors	Committee	05/02
• Collect vendor deposits	Brenda	11/02
• Sponsor commitments	Committee	11/02-01/03
• Secure security		03/03
• Order signage		04/03
• Ad copy to marketing committee		03/03
• Collect materials for attendee packets		04/03
• Obtain door prizes		03-04/03
▪ Collect final vendor payments		04/03
▪ Collect final sponsor payments		03-04/03
▪ Send all fees to treasurer		04/03
▪ Provide chair with count		03/03
▪ On-site oversight	Committee	During event
▪ Send thank-yous		05/03

Survey Course/CFRE Exam	[REDACTED]	
• Contact National for scheduling		Completed
• Review contract and sign		11/05/01
• Review contract for survey and sign		11/05/01
• Select instructors		06/02
• Decide on cost		12/01/01
• Timeframes and fees to registrants		
• Arrange with National for count and books		
• Send out confirmation and thank-you letters		
Marketing	[REDACTED]	