

Idaho State UNIVERSITY

Division of Continuing Education

Conference Planning Worksheet

Contact Information

Event Title _____

Contact Name _____

Title _____

Company/Organization _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

E-mail _____

Event Description (for event web page)

Dates and Size

Group Size (including staff) _____

Preferred Dates _____

Will there be any early arrivals or late departures? _____

Group History

Please provide us with information concerning past events:

Date	Venue	City	State	Number in attendance

What was last year's budget for this event? _____

Can you supply the agenda for last year's event? _____

Please list any additional contacts we may consult about prior events:

Lodging

- Hotel Accommodations Residence Halls

Check-in date	Check-out date	Number of rooms/spaces	Type of accommodation

Payment Method:

- Direct bill Individual reservation

Meeting Space

General Session

Date/Day	Time	Room setup (e.g., classroom, theatre, conference, etc.)	Number of people	Audio-visual requirements	Meal (e.g., breakfast, break)

Breakout Rooms

Date/Day	Time	Room setup (e.g., classroom, theatre, conference, etc.)	Number of people	Audio-visual requirements	Meal (e.g., breakfast, break)

Exhibit Space

Date/Day	Time	Room setup (e.g., 6' tables, drape and skirt)	Number of exhibitors	Audio-visual requirements	Electricity/Internet needs

Food and Beverage

Must be through Chartwells Catering Services if the event is on the ISU campus

Date/Day	Time	Meal (e.g. breakfast, lunch, dinner, break/snack)	Number of guests	Alcoholic beverages	Speaker(s)	AV needs

Please list any dietary restrictions your group may have:

Event Registration

- Registration Fee
 - o Early: _____ by _____
 - o Late: _____ by _____
- Refund policy
- Data to collect, e.g. tee-shirt sizes, special questions
- Confirmation e-mail/letter to registered attendees

Special Events

- Golf
- Recreational Sports Center
- Transportation services
- Community events and tours
- Other (please describe) _____

Speakers

Name	Honoraria	Travel	Lodging	AV needs	Other

Event Marketing

- Save-the-date postcard
- Brochure
- Registration form
- Web site
- Call for papers
- Targeted mailing lists
- Photography

Other Event Considerations

- Promotional items (shirts, bags, name badge holders)
- Supplies (office supplies, presenter materials)
- Gifts for presenters and volunteers
- Handouts for attendees
- Course materials, textbooks, programs
- Directional signage