

## CONVENTION TIMELINE

### **ConRunners Meeting 4/6/01**

#### 24 MONTHS (2 YEARS) OUT

- Elect or appoint Chairman and Banker

#### 22 MONTHS OUT

- Hotel Liaison and Guest Liaison are appointed
- Both positions start working in earnest

#### 19 MONTHS OUT

- Contact data procurement
- Arrange for database (fan, master, pro, dealer, etc.) information to be available for the convention committee in charge of those areas

#### 18 MONTHS OUT

- Hotel contract signed
- Prepare budget and obtain seed money
- Appoint Programming Committee person – have them make early contact for special participants (1<sup>st</sup> letter) and start work on programming topics
- Send letter to Charity for Charity Auction

#### 14 MONTHS OUT

- Guest(s) of Honor signed – Send letter clearly stating perks and responsibilities along with questionnaires on care & feeding
- Appoint Publications / Publicity people
- Confirm charity for Charity Auction

#### 12 MONTHS (1 YEAR) OUT

- Web page up and running
- Have flyer ready to hand out at annual convention preceding (for local, annual cons) – also have full page ad in program book
- Put programming 2<sup>nd</sup> letter in prior year convention's programming packets – also send out same letter Monday after con to all potential participants
- At prior year convention, discuss with dealer's room/art show/programming/charity auction areas coordinating for having stuff donated to the con for prizes, auction items, etc.
- Appoint the rest of committee and give them timelines for their job responsibilities
- Appoint a pre-registration person
- Have Progress Report #1 done and ready for distribution right after con (ConNotations?)
- Start monthly ConCom meetings
- Start confirming pre-reg by email or postcard – also confirm contact / badge info – give date for changes to be made by

#### 8 MONTHS OUT

- Masquerade should have half-time entertainment lined up and prizes acquired

## 6 MONTHS OUT

- Confirm letters to/from GoH's
- Confirm radios for Security
- Have 1<sup>st</sup> hotel walk-thru and divide up function space for use

## 3 MONTHS OUT

- Approve badge art
- Have 2<sup>nd</sup> hotel walk-thru – room layouts are due

## 2 MONTHS OUT

- Have prototypes of badges ready for approval
- Registration equipment and crew should be ready and trained
- Have prototypes of program book covers ready for approval
- Secure prizes, ribbons, awards, certificates, etc.

## 6 WEEKS OUT

- Programming panels and participants should be set

## 4 WEEKS (1 MONTH) OUT

- Stop accepting pre-registration
- Create Logistics listing
- Program book info finished and given to Publications to create program book (including Programming info)

## 2 WEEKS OUT

- Create pocket program
- Pre-registered memberships should be entered and badges made for them
- Program participant and other specialty badges should be created
- Program book should be sent to the printer's

## 96 HOURS OUT

- Give written request for shed access for Logistics

## CONVENTION

### 1 MONTH POST-CON

- All bills paid
- Thank you notes sent to GoH's and program participants
- Schedule close-out meeting and meet with next year's ConCom to pass along info

### 3 MONTHS POST-CON

- ConCom receipts reimbursed
- Volunteer pass-thrus sent to next con and thank you notes sent to Volunteers
- Close out books