

## AUDUBON CONFERENCE PLANNING

### Before the Conference

TASK	TIME BEFORE CONFERENCE
1. Reserve Conference Center	6 months
2. Consider program ideas	5 months
3. Communicate with Audubon Wash. St. Office	4 months
4. Communicate with Conference Center	3 months
5. Planning session with local board	3 months
6. Letters to prospective speakers	3 months
7. Initial letter to Audubon Chapter leaders	2 months
8. Arrange for "goodies" with Hospitality Chapter	2 months
9. Agenda finalized	6 weeks
10. Final letters to all Chapters	4 weeks
11. Confirmation letter to all speakers	4 weeks
12. Collect supplies	3 weeks
13. Obtain banquet permit for alcohol on premises (opt)	2 weeks
14. Communicate with Conference Center	1 week
15. Collect all your "junk" in one spot, ready to take with you to the conference	1-3 days
16. Have you forgotten anything?	1 day

### At the Conference

1. To ensure that things stay on track, one person from the chapter should act as the "Timekeeper" and another as "MC".
2. Enjoy! You've done a lot of work to make this a success, and you can sit back a bit as things run along smoothly.
3. Pass this binder along to whomever is responsible for the next Audubon Conference.

This copy is expendable; use it to keep track of what you have completed, and what still remains to be done.