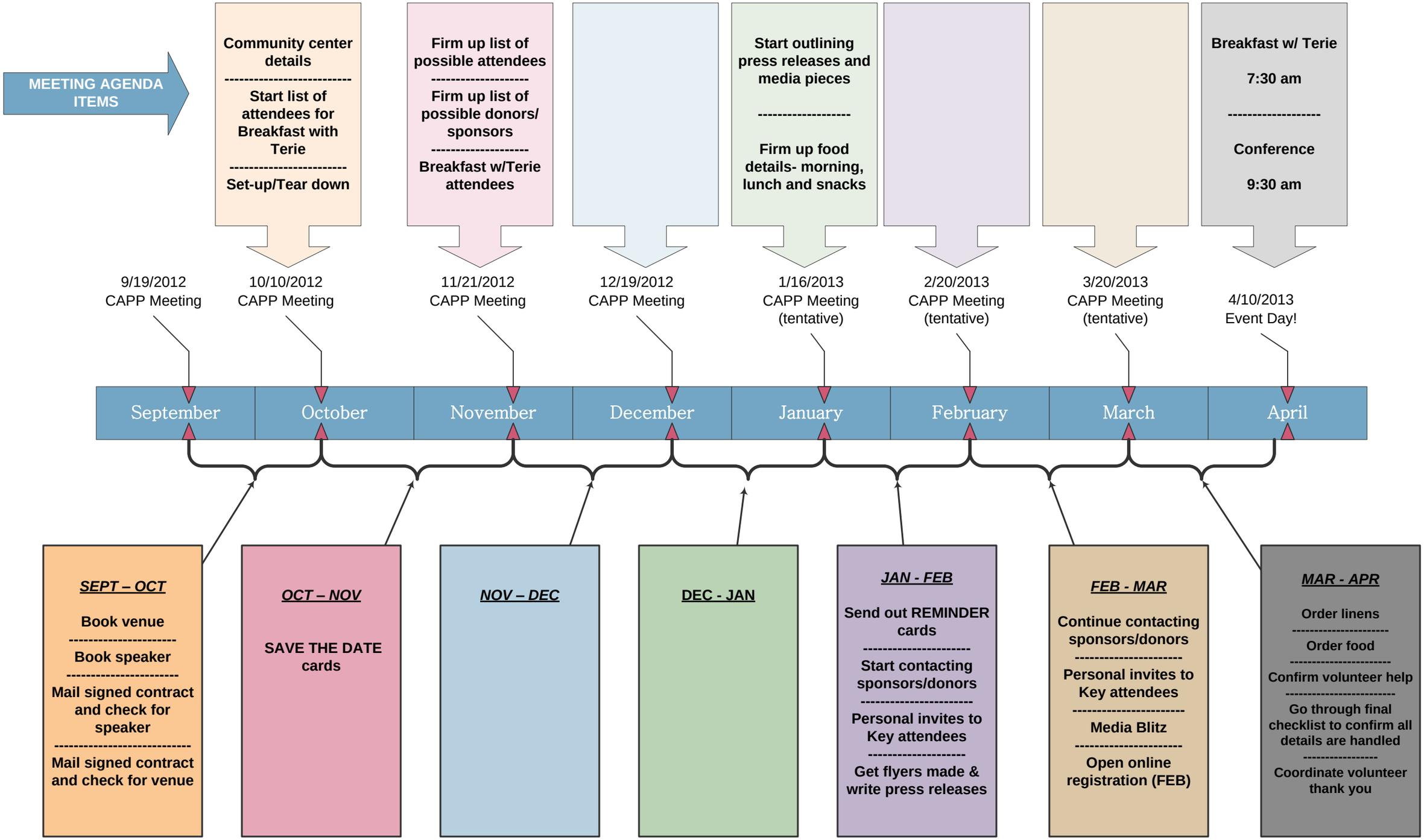
MEETING AGENDA ITEMS
Community center details
Start list of attendees for Breakfast with Terie
Set-up/Tear down
Firm up list of possible attendees
Firm up list of possible donors/ sponsors
Breakfast w/Terie attendees
Start outlining press releases and media pieces
Firm up food details- morning, lunch and snacks
Breakfast w/ Terie
7:30 am
Conference
9:30 am
9/19/2012 CAPP Meeting
10/10/2012 CAPP Meeting
11/21/2012 CAPP Meeting
12/19/2012 CAPP Meeting
1/16/2013 CAPP Meeting (tentative)
2/20/2013 CAPP Meeting (tentative)
3/20/2013 CAPP Meeting (tentative)
4/10/2013 Event Day!
September
October
November
December
January
February
March
April
SEPT – OCT
Book venue
Book speaker
Mail signed contract and check for speaker
Mail signed contract and check for venue
OCT – NOV
SAVE THE DATE cards
NOV – DEC
DEC - JAN
JAN - FEB
Send out REMINDER cards
Start contacting sponsors/donors
Personal invites to Key attendees
Get flyers made & write press releases
FEB - MAR
Continue contacting sponsors/donors
Personal invites to Key attendees
Media Blitz
Open online registration (FEB)
MAR - APR
Order linens
Order food
Confirm volunteer help
Go through final checklist to confirm all details are handled
Coordinate volunteer thank you