

# Conference planning worksheet

## Conference Planning Worksheet

smartshoot

Event Title		Event		
Project # of attendees		Location		
		Planned Budget	Actual Budget	Actual Budget
		2022	2021	2020
Category	Subcategory	Planned Budget	Actual Budget	Actual Budget
<b>Venue</b>	<b>Subcategory</b>			
Conference Room				
Equipment Rental				
Additional Seating/Tables				
AV Equipment				
AV Staff				
AV Rental/Staff				
AV Rental/Staff/Travel				
AV Staff				
AV Staff/Travel				
AV Staff				
AV Staff				
<b>Food</b>	<b>Subcategory</b>			
Event				
AV/AV				
Additional Seating				
Additional Seating				
Additional Seating/Tables				
Additional Seating/Tables				
<b>Staff/Services</b>	<b>Subcategory</b>			
Event				
Event				
Event Staff				
AV				
Additional Seating				
Additional Seating/Tables				
Event Staffing				
<b>Event Expenses</b>	<b>Subcategory</b>			
Event				
Event				
Event Staffing				
Event Staffing				
<b>Event Materials</b>	<b>Subcategory</b>			
Event				
Event				
Event Staffing				
Event Staffing				
<b>Event Materials</b>	<b>Subcategory</b>			
Event				
Event				
Event Staffing				
Event Staffing				

# Conference Planning Guide Template

**Chao Zhang**



## Conference Planning Guide Template:

**Event Planning Guide Template: Tips, Ideas and Tools for Event Planning** Melodi Cerveney, 2021-05-27 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are a number of components you should start to consider early on to make the process as stress free as possible While no two events are the same and every event has varying goals budgets and audiences there are several steps you can take to jump start the planning process keep on track and maximize your event s success *Event Planning Guideline*

Aretha Burriesci, 2021-05-17 Whether organizing a small meeting or orchestrating a large conference event planning is a huge task Every event no matter how simple or complex requires detailed planning and organization From establishing an accurate budget to promoting your event there are a number of components you should start to consider early on to make the process as stress free as possible While no two events are the same and every event has varying goals budgets and audiences there are several steps you can take to jump start the planning process keep on track and maximize your event s success

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**Make Meetings Matter** Charlie Hawkins, 2008-08-15 Meetings should drive results Instead they drive most people crazy Make Meetings Matter will help you rethink the role of meetings in your organization and enable you to br Avoid unnecessary and useless meetings Keep participants engaged and energized Keep the agenda on track Leverage technology Ensure follow up action is taken Based on the author s experience as a marketing executive business owner consultant and facilitator this book is written in a down to earth practical style Hawkins offers insightful strategies and easy to implement tips to help you achieve the outcomes you desire in every meeting Also included are anecdotes and war stories from Hawkin s involvement in thousands of meetings in Fortune 100 companies small businesses and nonprofit groups Make Meetings Matter is an invaluable guide for leaders managers facilitators and participants who

want to improve the effectiveness of every meeting no matter what the topic or desired outcome □□□□□□ □□□,2021-10-01  
UNIT 11 *Events Management* Glenn A. J. Bowdin,Johnny Allen,Rob Harris,Leo Jago,William O'Toole,Ian

McDonnell,2023-07-31 A must have introductory text of unrivalled coverage and depth focusing on events planning and management the fourth edition of *Events Management* provides a complete A to Z of the principles and practices of planning managing and staging events The book offers a systematic guide to organising successful events examining areas such as event design logistics marketing human resource management financial planning risk management impacts evaluation and reporting The fourth edition has been fully updated and revised to include content covering technology including virtual and hybrid events concepts such as social capital soft power and events social inclusion equality accessibility and diversity and the latest industry reports research and legal frameworks The book is logically structured and features new case studies showing real life applications and highlighting issues with planning events of all types and scales in a range of geographical locations This book has been dubbed the events management bible and fosters an interactive learning experience amongst scholars of events management tourism and hospitality

**Managing Volunteers** Nancy Sakaduski,2013-03-21 Volunteers are the backbone of many an organization This practical hands on guide filled with useful tips and everyday examples will help those responsible for volunteers successfully recruit and manage this invaluable resource Anyone who supervises volunteers will find this book an indispensable guide for navigating the intricacies of managing unpaid workers Underlying the content is the message that volunteers are a vital part of an organization s workforce and should be treated as valuable members of the team Volunteers can work alongside paid staff members to help the organization run smoothly and efficiently and cost effectively The book is packed with easily implemented advice and proven techniques for successfully handling common situations Concise and easy to read it assumes neither previous volunteer management experience nor familiarity with business practices yet even experienced volunteer managers will come away with fresh ideas and new approaches To augment her own expertise and increase the diversity of viewpoints the author interviewed volunteer managers from various types of organizations and shares their stories Quotes and anecdotes throughout the book help readers relate to common problems and illustrate the challenges and rewards of managing volunteers

**Event Management for Sportdirectors** American Sport Education Program,1996 *Event Management for SportDirectors* is a handy tool for planning and managing practically any type or size of athletic event It provides a comprehensive checklist of 18 categories along with tasks to be completed for each category allowing you to conduct even the most complicated functions in a systematic and organized manner Whether you re planning a major tournament managing a fund raiser or hosting a small intramural competition *Event Management for SportDirectors* will guide you each step of the way Because *Event Management for SportDirectors* is designed for flexibility you can use it easily for either small or large events The guide provides complete instructions for adjusting event tasks to meet your specific needs *Event Management for SportDirectors* is an excellent resource for busy

interscholastic athletic directors sport directors of Olympic national governing bodies and anyone else who plans and administers athletic events *The Wisconsin Environmental Education Board ... Grant Recipients Wisconsin Environmental Education Board, 2007* *Oncology Rehabilitation E-Book* Deborah Doherty, Chris Wilson, Lori Boright, 2022-07-23 Coverage of physical therapy patient management includes acute care outpatient and multidisciplinary clinical settings along with in depth therapeutic management interventions Content on the continuum of cancer care addresses the primordial primary secondary tertiary and quaternary stages in prevention and treatment Focus on clinicians includes the professional roles responsibilities self care and values of the oncology rehabilitation clinician as an integral member of the cancer care team Information on inseparable contextual factors helps in dealing with administrative infrastructure and support advocacy payment and reimbursement of rehabilitation as well as public policy Evidence Summary and Key Points boxes highlight important information for quick at a glance reference Clinical case studies and review questions enhance your critical thinking skills and help you prepare for board certification specialty practice and or residency Enhanced eBook version included with print purchase allows you to access all of the text figures and references from the book on a variety of devices Resources in the eBook include videos board review questions case studies and a curriculum map to highlight and demonstrate the correlation to the requirements for Oncology Rehabilitation Residency programs and the board certification exam Guidebook approach provides immediate meaningful application for the practicing oncology rehabilitation clinician

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