



CONFERENCE CHECKLIST

POST CONFERENCE

<u>Date Due</u>	<u>Date Completed</u>	<u>Person</u>	
_____	_____	_____	Request honorariums and expense checks
_____	_____	_____	Send thank you notes
_____	_____	_____	Send checks and thank you notes to speakers
_____	_____	_____	Prepare evaluation summary
_____	_____	_____	Review evaluation results with planning committee
_____	_____	_____	Prepare financial statement
_____	_____	_____	Prepare final program report and roster
_____	_____	_____	Schedule post conference meeting with facility, if needed
_____	_____	_____	Contact GLCVB (www.lansing.org) to re-book for next year

OTHER COMMENTS:

