



## POST CONFERENCE

Due Date	Date Completed	Person Responsible
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_____	_____	_____	Ensure all vendors have been paid
_____	_____	_____	Send thank you notes to key stakeholders and team members
_____	_____	_____	Send thank you notes to vendors
_____	_____	_____	Send conference evaluation to attendees
_____	_____	_____	Review evaluation results with planning committee
_____	_____	_____	Reconcile expenses and revenue
_____	_____	_____	Prepare financial report and evaluate budget performance
_____	_____	_____	Schedule post conference meeting with facility
_____	_____	_____	Contact Choose Lansing ( <a href="http://www.lansing.org">www.lansing.org</a> ) to re-book next year
_____	_____	_____	Analyze social media sentiments/post highlights
_____	_____	_____	Archive data

### OTHER COMMENTS

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