

CRCEA CONFERENCE TIMELINE

(Name) County Hosted Conference (Date)

| Topic | Comments | Dates | Status |
|---|---|--------------|---------------|
| Read CRCEA Conference Manual | Submit questions to the CRCEA Conference Chair | | |
| Site (Hotel) Selection – Try to consider attendee transportation needs, i.e., air, rail, parking costs. | 12-36 months before conference Provide tentative contract for CRCEA Conference Chair review | | |
| Does Hotel offer a shuttle service for arriving guests | Try to get a discount on parking charges if necessary. | | |
| Does room rate include breakfast, WiFi, etc. | If not, try to get a discount for hotel guests. | | |
| Determine if hotel will allow food and drink to be brought in from outside | If yes, contact Affiliate to request sponsorship of Hospitality Room (usually Steve Pettee – PGA) | | |
| Audio/Visual Equipment | Determine if outside vendors or members can provide any/all A/V equipment | | |
| Send Copy of Tentative Hotel Contract to CRCEA Conference Chair to Review | CRCEA Ex Com approval is needed prior to signing final contract. | | |
| Obtain Start-up Funds from CRCEA (\$2,000 Maximum) | Prepare letter & solicit funds from CRCEA treasurer – Can be used as deposit for hotel | | |
| Select Treasurer and Open Bank Account | Income & disbursement records must be maintained separate from regular Association funds | | |
| Decide on a Conference Budget | Use Template in the Conference Manual | | |
| Committee Assignments – Refer to Conference Manual for necessary positions | Meeting on (DATE) to decide committee assignments/chairs. Invite CRCEA Conference Chair. | | |
| Select Donation Chairperson - requires someone with a lot of 'intestinal fortitude'. | This is a crucial position, and some counties have received \$12,000 in donations. | | |
| Locate CRCEA Banners and Name Tag Holders | Should have been provided at the end of the previous conference | | |
| Determine if a conference theme will be used | Decide on Theme to incorporate with conference program | | |

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| Conference Info Flyer | Also included in the conference packets for the next CRCEA Conference prior to yours | | |
| Entertainment (if any) | Determine the entertainment for the event & book it. Determine if a dance floor is needed. | | |
| Determine Banquet Menu (or other options can be discussed) | Often exact prices will not be available until six months before the conference | | |
| Determine what will be served during the breaks, besides coffee, tea & water. | Decide if this is a Banquet Chair responsibility, or do you want it to be a different individual in charge | | |
| Provide CRCEA Conference Chair with Speaker and Donor list for Program | Locate five to six photos to be used in Program. Local interest themes | | |
| Speakers – Start soliciting bios and determining needs early | Power Point presentations go over well, and handout material is very helpful | | |
| Notify Association Members of the Conference | At luncheons, in the newsletter, on the website, etc. | | |
| Use above notices to solicit volunteers | Help with the Registration Desk and Banquet is most important | | |
| Solicit promotional items for the Goody Bags | Local businesses, labor unions, credit unions, medical facilities, etc. are some good sources | | |
| Obtain mailing list from CRCEA Secretary | Mailing list needed that includes all delegates/alternates, retiree trustees, previous attendees, etc. | | |
| Request CRCEA Secretary send copy of flyer via email for “Save The Date notice” | This notice should go out approx. 90 days after last conference and 30 days prior to Reg. Packets | | |
| Invitation/Registration Packets including registration form | 60-45 days before the conference date. Obtain mailing list from CRCEA; determine other invitees. | | |
| Make Signs For Conference. Sponsors, donors, and directional | ‘Fast Signs’ is an excellent company for this purpose and is statewide | | |
| Provide CRCEA Conference Chair with final corrections for the program | Address for person receiving the programs is also needed. | | |