

TASK	RESPONSIBLE	START DATE	DUE DATE	STATUS
<b>WORK BACK SCHEDULE</b>				
create preliminary work back schedule				
review preliminary work schedule				
revise work schedule				
determine start/finish dates - for all tasks				
<b>PROGRAM EVALUATION</b>				
establish key success issues				
communicate key success issues to event team and vendors				
<b>BUDGET</b>				
create budget				
budget forwarded to client for approval				
<b>INVITATION</b>				
create invitation				
distribute invites to all				
<b>EVENT ATTENDEE INFORMATION</b>				
obtain list of attendees from client (attendees, corp staff, executives)				
<b>REGISTRATION</b>				
monitor complete/partial registrations				
follow-up on partial / unregistered				
<b>EVENT STAFF (ONSITE)</b>				
determine staff requirements				
confirm onsite staff availability				
<b>EVENT SCRIPT</b>				
outline event script(s)				
begin event script as information becomes available				
<b>MATERIALS FOR ONSITE</b>				
review list of items required onsite (office items, signs, name badges, menus etc)				
organize packing supplies				
<b>VENUE - Venue Name</b>				
contract negotiated and finalized				
set up master account				
list of all charges client wants posted to Master Accounts				

TASK	RESPONSIBLE	START DATE	DUE DATE	STATUS
request final accounting needs in advance				
handle special requirements				
<b>TRANSPORTATION</b>				
<b>LIMOUSINES</b>				
negotiate contract/s and finalize				
generate arrival/departure manifest				
<b>HOSPITALITY</b>				
<b>FOOD AND BEVERAGE - (Caterer Name)</b>				
determine all F&B				
obtain menus and wine list				
select menus for event				
confirm menus with client				
venue deadline for F&B				
finalize menus & numbers - within 48 hrs of event				
<b>FINANCIAL</b>				
<b>INVOICING</b>				

TASK	RESPONSIBLE	START DATE	DUE DATE	STATUS
deposit invoiced to client				
deposit received from client				
final invoice report to client				
<b>VENUE PAYMENTS - (Name of Venue)</b>				
deposit to be paid to venue				
balance of payment due for venue				