

Assembling Registration/ Information Packages

| Checklist | Person Responsible | Deadline | Done |
|--|--------------------|----------|------|
| Develop/design registration/information packages | | | |
| For participants | | | |
| Contents: | | | |
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| For speaker(s) | | | |
| Contents: | | | |
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| For committee members | | | |
| Contents: | | | |
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| Assemble the package | | | |
| Location: | | | |
| Final count: _____ Plus 10 | | | |
| Deliver packages to the event | | | |
| How: | | | |