


| Due | Content/Information Needed | Who | Status |
|-------|---|--------------------------------------|--|
| 01/31 | Conference info on SHRM website | Communications | Updated |
| 03/26 | Labels & email addresses obtained from State Council database. | Publications | Probably a bit later. |
| 02/27 | Registration options presented to committee. | Registration | Presented 2/27 |
| 02/27 | Publications "look" recommended, including PMS color numbers for Exhibits. | Publications | PMS 560, green (recommend for signage print) & PMS 262 Purple Postcard graphic created |
| 02/27 | Book vendor secured | Book Fest | Conkey's |
| 01/08 | Learning tracks finalized | Programming | Completed |
| 01/15 | Speaker RFP Emailed to Chapters/Exhibitors/Sponsors | Programming | Completed |
| 01/21 | Budget to Kristine & Holly | All | Completed |
| 02/6 | Final Budget to committee | All | Completed |
| 02/13 | Final Budget to council | Co-Chairs | Completed |
| 02/27 | Logo Designed | Publications |  |
| 01/23 | Exhibit Hall <ul style="list-style-type: none"> - Layout finalized - Exhibit hall pricing set: Pricing Completed | Exhibits | |
| 02/20 | Learning Sessions RFPs due | Programming | |
| 03/26 | Conference Center & Parking Info <ul style="list-style-type: none"> - Floor plan images for program - Parking maps, costs & instructions for attendees - Where to deliver programs, etc. | Accommodations | |
| 03/26 | Hotel Information: <ul style="list-style-type: none"> - Hotel name, address, toll free number - Room costs, amenities, reservation cut-off dates, instructions for conference discount - Maps - Parking information | Accommodations | |
| 03/26 | Activity schedule | Activities | |
| 03/26 | Activity vendors & venues secured | Activities | |
| 03/26 | Special Events Info to Publications <ul style="list-style-type: none"> - Name of event, - Date, starting & ending time, location - Promotional blurb | Activities | |
| 03/26 | Follow-up Email to 2002 & 2003 sponsors, exhibitors & advertisers | Advertising Exhibits Sponsorships | |

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| 03/26 | Conference Committee Roster accuracy verified for Program <ul style="list-style-type: none"> - Name, SPHR / PHR designation, company name, company title, committee role - Group Photo | All Committees | |
| 03/26 | 2003 Exhibitors contacted via earlier bird notice. 4/04 will be posting a fact sheet on the website. | Exhibits | |
| 03/26 | Exhibitor packet (advertising and sponsorship) sent out | Exhibits | |
| 03/26 | Exhibit Hall – General Info to Publications <ul style="list-style-type: none"> - Layout of exhibit hall - Exhibit hall hours - Exhibit hall | Exhibits | |
| 03/26 | Keynote, Pre/Post Conference & Senior Track confirmed | Programming | |
| 03/26 | Bios gathered from keynote/pre/post conference & senior track speakers | Programming | |
| 03/26 | Breakout Session Promotional information to Publications <ul style="list-style-type: none"> - Speaker name, title, company - Bio - Session title, brief description of speech - Dates, times - Titles of any publications, website address | Programming | |
| 03/26 | Keynote Promotional information to Publications: <ul style="list-style-type: none"> - Speaker name, title, company - Bio, color photo, electronic & paper versions - Session title, brief description of speech - Dates, times - Titles of any publications, website address | Programming | |
| 03/26 | Learning Sessions RFPs screened & finalized | Programming | |
| 03/26 | Pre & Post Conference Promotional information to Publications: <ul style="list-style-type: none"> - Speaker name, title, company - Bio, color photo, electronic & paper versions - Session title, brief description of speech - Dates, times - Titles of any publications, website address | Programming | |
| 03/26 | Pre-Conference information to Publications <ul style="list-style-type: none"> - Color photo - Bio - Title, brief description of speech - Date, time, location - Handouts - Titles of any publications, website address | Programming | |
| 03/26 | Senior Track Promotional information to Publications: <ul style="list-style-type: none"> - Speaker name, title, company - Bio - Session title, brief description of speech | Programming | |

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| | <ul style="list-style-type: none"> - Dates, times - Titles of any publications, website address | | |
| 03/26 | Senior Track Promotional information: information to Publications: <ul style="list-style-type: none"> - Speaker name, title, company - Bio, color photo, electronic & paper versions - Session title, brief description of speech - Dates, times - Titles of any publications, website address | Programming | |
| 03/26 | Online registration proposals presented | Registrations | |
| 03/26 | Evaluation ad and logo ad copy to Publications, to include <ul style="list-style-type: none"> - Description of process - Average time to complete evaluation - Contact name, phone & e-mail for questions - Prize drawing information (eligibility requirements, deadlines, name of prize) - Company logo of evaluation provider. | Ric Cederholm | |
| 03/26 | 2003 Sponsors contacted | Sponsorships | |
| 03/26 | Sponsorship opportunities established | Sponsorships | |
| 03/26 | Fox Valley SHRM Members contacted re professional volunteer opportunities | Volunteers | |
| 03/26 | Student Chapters contacted re volunteer opportunities. | Volunteers | |
| 04/23 | Food Selected | Activities | |
| 04/29 | HTML e-mail ads <ul style="list-style-type: none"> - To Chapter Presidents/District Directors/At Large member/student chapters | Publications Communications | |
| 5/15 | Database and postcard ready to go. <ul style="list-style-type: none"> - Postage check to Econoprint | Publications | |
| 5/21 | Go Live with Registration. Regonline <ul style="list-style-type: none"> - Posted on websit | Registration | |
| 5/21 | First Draft of Registration Program | Publications | |
| 06/07 | Concierge Information to Publications <ul style="list-style-type: none"> - Determine if available at conference - Dates, times, locations | Activities (?) | |
| 06/07 | Postcard Mailed <ul style="list-style-type: none"> - Cover Design/PMS Color - Hotel Details - Conference prices - Database update. Email to roster. Check for mailing to Econoprint. | Publications /Cindy Cerro | |
| 06/25 | Committee List, & Photos for Program to Publications <ul style="list-style-type: none"> - Correct spelling of name - Certifications to list (SPHR, CCP, etc.) - Company name – correct spelling | Co-Chairs | |
| 06/25 | Welcome Letter for Program to Publications <ul style="list-style-type: none"> - Brief text - Thank you to sponsors, exhibitors, advertisers - Thank you to volunteers/ students | Co-Chairs | |

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| | <ul style="list-style-type: none"> - Name of co-chairs - Conference logo, if any - Co-chairs names, PHR/SPHR designations, company names, - Co-chair color photo, electronic & paper versions | | |
| 06/25 | Remind Speakers - we need program materials by 6/25 | Programming | |
| 06/25 | Recertification Form for Program to Publications <ul style="list-style-type: none"> - Advance approval for credit from HRCI – Programming | Programming | |
| 07/23 | Foundation Fundraiser ad to Publications <ul style="list-style-type: none"> - Brief promotional info, re what Foundation supports - Fundraiser details: donation amounts required, process (raffle tickets, etc.), list of prizes, location, - Prize drawings: date, time, location, must be present to win? - Graphic or picture file from national, i.e. In 03 used graphic of grand prize, Curious George | Activities | |
| 07/23 | Meeting Break? | All | |
| 07/23 | Sponsors List to Publications <ul style="list-style-type: none"> - Sponsor name (as it should appear in program & on signs) - Type of recognition (gold level, etc.), where in program sponsor should be recognized. - Items sponsored. | Sponsorship | |
| 07/23 | State Council Blurb | State Director | |
| 08/01 | Press Releases <ul style="list-style-type: none"> - Prepared | Communications | |
| 08/01 | Advertisements <ul style="list-style-type: none"> - Proofed ads, with notation as to size and type (full-color, 2 color, etc.) sent to Econoprint - Ensure no typos, advertiser name spelled correctly, etc. | Exhibits Advertising | |
| 08/01 | Exhibit Hall – Exhibitor Info to Publications <ul style="list-style-type: none"> - List of exhibitors, - Location of each exhibit - Exhibit hall events (opening ceremony, etc.) | Exhibits | |
| 08/01 | Brochure Mailed <ul style="list-style-type: none"> - Cover Design/PMS Color - Hotel Details - Conference prices - Activate registration link on website - Database update. Email to roster. Check for mailing to Econoprint. | Publications /Cindy Cerro | |
| 08/27 | Breakout Room Assignments confirmed | Accommodations | |
| 08/27 | Payments Due from Exhibitors, Advertisers, Sponsors (?) | Advertising Exhibits Sponsorship | |
| 08/27 | National SHRM ad approved for Publications | Co-Chairs | |
| 08/27 | Signage Needs outlined | Programming All? | |
| 08/27 | Chapter Listing to Publications: | State Director | |

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| | <ul style="list-style-type: none"> - Chapter name and merit award designation if any. - Name of chapter president, company name, PHR/SPHR designation | | |
| 09/01 | <p>Tickets Information to Publications</p> <ul style="list-style-type: none"> - ID tickets needed, text to be included on tickets, number of tickets needed. - Print Tickets | Activities Accommodations Publications | |
| 09/01 | <p>Book Fest ad to Publications, to include</p> <ul style="list-style-type: none"> - Vendor logo - Sale location, dates, starting times & ending times - Promotional copy re types of books offered, discounts if any - Date, start/end times, location author names for book signings if any | Book Fest | |
| 09/01 | <p>Breakout Session Final information to Publications:</p> <ul style="list-style-type: none"> - Confirm dates, times - Room locations & capacities - Complete handouts (for CD) | Programming | |
| 09/01 | <p>Keynote Final information to Publications:</p> <ul style="list-style-type: none"> - Confirm dates, times - Room locations & capacities - Complete handouts (for CD) | Programming | |
| 09/01 | <p>Pre & Post Conference Final information to Publications:</p> <ul style="list-style-type: none"> - Confirm dates, times - Room locations & capacities - Complete handouts (for CD) | Programming | |
| 09/01 | <p>Senior Track Final information to Publications:</p> <ul style="list-style-type: none"> - Confirm dates, times - Room locations & capacities - Complete handouts (for CD) | Programming | |
| 09/01 | <p>Senior Track Final information to Publications:</p> <ul style="list-style-type: none"> - Confirm dates, times - Room locations & capacities - Complete handouts (for CD) | Programming | |
| 09/01 | <p>Registration Form created</p> <ul style="list-style-type: none"> - Identify all information needed from attendees - Include National SHRM number - Conference rates for: <ul style="list-style-type: none"> o National SHRM Member o Non-National SHRM Member o Student o Chapter Student Advisor o Any other category needed? - Deadlines & special rates & for each category - List of conference events to select <ul style="list-style-type: none"> o Pre-conference titles, presenters, dates, times o Senior Forum presenters, titles, dates, times | Registration + Cindy Cerro | |

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| | <ul style="list-style-type: none"> ○ Tours, if applicable - List of meals to select – dates & type (special meals / vegetarian) - Do you require special accommodations - Activities planned - General Payment Info: <ul style="list-style-type: none"> ○ Credit cards accepted (names) ○ No cash ○ Payment must be included with registration ○ No purchase orders ○ Cancellation Policy ○ How to register online, http: - Database updated and list to Econoprint <ul style="list-style-type: none"> ○ Email notice to database ○ Check for postage - Final Website updates. - Where to send registration / payment <ul style="list-style-type: none"> ○ Name, address, telephone numbers, <u>email address</u> | | |
| 09/05 | Back Cover of Program Signed Off On - If no full color ad, determine what to print | Co-Chairs | |
| 09/05 | Program Table of Contents / Index / What's Inside Finalized | Publications, Linda Vahldieck | |
| 09/15 | Food & Beverage ordered | Accommodations | |
| 09/15 | Program to printer | Publications - Linda Vahldieck | |
| 09/15 | Handouts for CD to printer for duplication | Publications – Linda Vahldieck | |
| 09/15 | Registration preparations finalized | Registration | |
| 09/15 | Conference Evaluations finalized | Ric Cederholm | |
| 09/30 | Conference Evaluation Notice to attendees | Ric Cederholm | |
| 10/6 | Bag Stuffing - All committee members needed to stuff materials. Exhibitor Committee responsible for items from exhibitors, Publications responsible for stuffing, Sponsors responsible for getting bags there | All Publications | |
| 10/06 | Food and bar for committee Conference 6th, 7th, & 8th !! | Activities All | |
| 11/01 | Post-conference celebration. Date TBD. November | All | |
| 12/01 | Transition meeting – TBD December | All | |