

NCTE

National Council of
Teachers of English

Notebook Checklist

Prepared by Jacqui Joseph-Biddle, NCTE Convention Director

Notebook Tabs	Done
SCHEDULES	
Personal Schedule – Make a list of all the “hot spots” of the meeting that you want to double-check to be sure that the session is unfolding the way that you envisioned it. I usually make a calendar by day so that I can review it the night before.	
Committee Meeting Schedule – Everyone expects that you have all the answers about everything.	
Worker Schedules – You need to know who is working the registration desk, checking in exhibitors, etc. and when they are working.	
HOTEL	
Hotel Contract	
Hotel Checklist – This way you will have all the phone numbers of the people you may need to contact	
Rooming List – Always check with the front desk on the day that you have people arriving as a last double check.	
Meeting Room Set-ups – Highlight any changes you have made to the original that you sent to the hotel. (And there are almost always changes)	
Head Table List – Know who is to be sitting at the head table in all general sessions, business meetings, or meal functions.	
Food and Beverage Order Forms	
Coffee Orders	
Final Meal Counts	
Hotel Floorplan	
AV Requests	
EXHIBITS	
An alphabetical list of all exhibiting companies	
A numeric list of all exhibiting companies – either table numbers or booth numbers	
All exhibit contracts with copies of checks or credit card numbers	
Letter to hotel requesting the color of the tablecloths or pipe and	

drape + all instructions sent to the hotel regarding set-up	
POSTERS OR SIGNS	
A complete list of all posters or signs and where they are to be placed	
SPEAKER INFORMATION	
Chart listing contact info. and arrival time	
MEMOS	
Memos that discuss organization of any special meetings	
Memos to hotel with any changes	
MISCELLANEOUS	
Info. concerning copying and copy prices	
Reminder of last minute things that need to be done	
Break-down of money for registration desk @ 20 \$1, 10 \$5, etc.	
Security schedule	
Certificate of Insurance	
Copy of the Shipping Bill of Lading	

Conference Notebook Checklist
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