

The following is a list of items that should be included in the onsite document/schedule “binder.” These documents can be printed and placed in a three-ring binder or uploaded to a tablet (iPad or similar). Digital copies are easier to carry during the conference!

Schedules

Personal

Make a list of all the potential challenges that might occur during the conference. Consider setting a reminder on a cellphone to check on that item at the appropriate time.

Committee and Board

Include meeting times and locations for all committees and boards. Include a schedule of appearances for the organization chair (this schedule should also be shared with the chair at least a week before the conference).

Volunteer

Create a work schedule for all volunteers, especially those responsible for registration. Assign an onsite volunteer to manage the other volunteers’ work schedules.

Supplier

Include a schedule for security guards (if necessary), daily AV meetings, and daily catering and room setup checks, and daily bill review.

Venue

Contracts

Include the main venue contract and service agreements signed with the audio visual provider.

Room list

Keep a list of all keynote speakers and organization VIPs who are staying in the hotel. Check with the hotel reservations staff on the night before their arrival to be sure the rooms are ready when they arrive and that any amenities are scheduled for delivery.

BEOs

Include the original event specifications documents, signed banquet event orders, and correspondence about any changes made. Also include correspondence about the final catering guarantees.

Head table list and event agendas

Include notes with names of individuals seated at head tables or in reserved seating. Include the script for general sessions and meals.

AV requests

Include all requests for audio visual equipment and any correspondence making changes to those orders.

Certificate of insurance

Many venues will request a proof of insurance document.

Proof of tax exemption

Keep a copy of the certificate even if one was already submitted to the venue.

Exhibits and sponsors

Exhibitor lists

Keep lists of paid exhibitors by alphabet and table/booth number. Include a list of all exhibitor representatives.

Exhibit contracts

Do not include credit card numbers or copies of checks.

Sponsor benefits

List of benefits offered to sponsors and schedule for placing signs and recognizing them from the podium.

Registration and information desk

Registration

Keep a copy of the registration schedule and a detailed procedure for distributing preregistration packets and selling onsite registrations. Include a list of paid registrants and notes about registrations with money due, if any. Add the request for cash advance from the hotel to set up registration for cash payments and a copy of the signed receipts for picking up the cash each day and depositing it back to the hotel in the evening.

Miscellaneous

Signs

A complete list of all posters or signs and where they are to be placed

Keynote speaker information

Information for all keynote speakers including arrival and departure times, hotel amenities ordered, requests for room set up or AV.

Shipping information

Include a copy of the shipping bill of lading or a list of tracking numbers for items sent through FedEx or UPS.