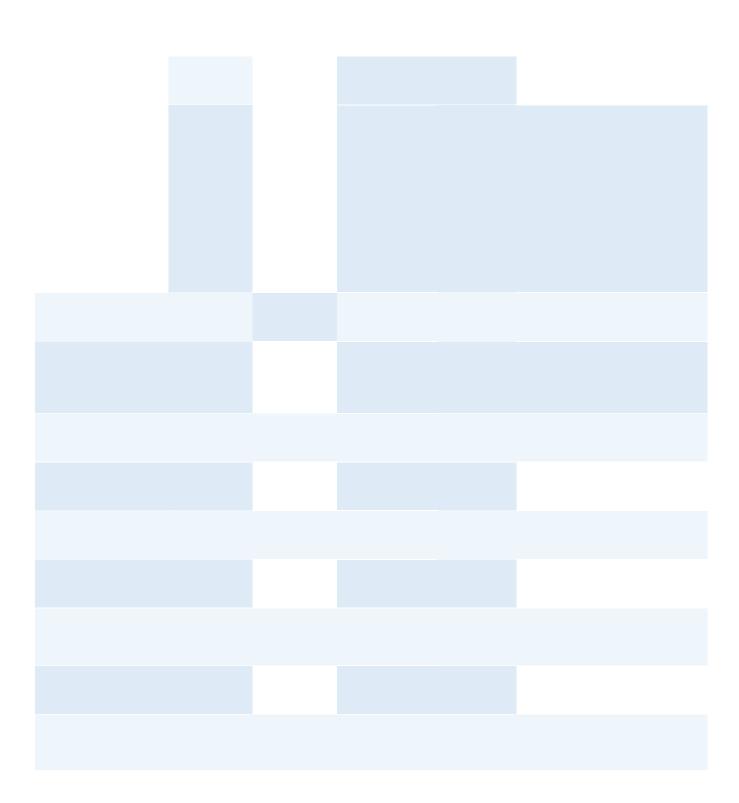
Conference Sample Event Checklist

KEY TERMS:

- Conferences events with 1,00\(\textit{\rm fewer}\) attendees that generally last at leastwo days.
- Conventions- events with 1,000-19,999 attendees that generally last at least two days.
- City-wide conventions- events with 20,00@r more attendees on a peak night that generally last at least two days.
- Event planning group ean also be ferred to as conference planning committee, host committeer a variety of other names. Ultimately this group is responsible for the overall success of the conference nearly

Helpful Tip: It is recommended that conferences are planned at least one year advance. Due to their size, conventions and cityvide conventions often require at least a five/ear window.



Task	Owner	Collaborator	Recommended Due Date	Status	Special Notes/Helpful Tips