

Conference Packet Checklist

- () Welcome letter/memo from the President, VP
- () Detailed conference program and schedule
- () Name tags
- () Badge holders
- () Badge ribbons to identify speakers, officers, special guests, special committee members & VIP's
- () Fliers describing special events
- () Meal and special event listing
- () List of attendees
- () List of award winners
- () List and biographies of speakers and entertainers
- () List acknowledging special contributors and sponsoring parties
- () Page explaining hotel charges, telephone charges, billing, tipping, checkout procedures and ground transportation schedules
- () Booklet or flyer on local history and local customs
- () List of local restaurants and places of interest
- () Map of area
- () Note pad, pencils or pen
- () Optional token gifts (e.g., printed T-shirt, hats, towels, sunglasses, local memorabilia)
- () Other _____
- () Other _____
- () Other _____