

2005 ILF Annual Conference Program Planner's Timeline

June 2004

ILF to mail Call for Programs form to unit chairs.

August 2004

6 Completed Call for Programs forms due to the ILF office.

September/Early October 2004

ILF office mails vendor packets to potential exhibitors.

ILF to mail Program Planner's packet.

December 2004

3 Deadline for Preliminary Program form to be sent to the ILF office.

Hospitality chair sets meal ticket prices.

3 Speaker Information forms due to the ILF office.

3 Menu choices and room layout choices sent from hospitality chair to meal function planners.

Linda Kolb, ILF executive director, negotiates speaker contracts using information provided on the Speaker Contract forms.

20 Preliminary Program and registration forms sent to printer.

20 Program planners for meal functions communicate menu selections, estimated number of attendees, seating arrangements, and meal function program to the hospitality chair.

January 2005 (Conference issue in Focus)

3-5 Mail Preliminary Programs and registration forms to potential conference attendees and confirmed exhibitors.

ILF office makes travel arrangements and hotel reservations for speaker(s).

3 Deadline for final program information for each program to be sent to ILF office.

14 Silent Auction forms due to Silent Auction chair.

14 Room Set-up and Audio-Visual Request forms due to the local arrangements chair.

February 2005 (Conference issue in Focus)

4 Mail speaker packets (including contracts).

11 Deadline for advance registration for exhibitors.

March 2005

1 Final program sent to printer.

1 ILF mails informational packet to program presidents.

1 Deadline for advance conference registration.

8 Final meal counts from registration forms sent to caterers.

15 Assemble registration packets.

22 Set-up at the Convention Center

22-24 ILF Annual Conference