

Conference Planning Checklists

Conference and Meeting Planning Checklists and Worksheets

A timeline worksheet, budget worksheet, site inspection checklist, and much more.

[Conference Planning Timeline](#)

Use this sample planning timeline to track progress as you prepare a terrific conference.

[Conference Hotel Request for Proposal](#)

What information should I provide to a hotel to get a bid for hosting your meeting? Use this template to create an easy-to-follow request for proposal from a hotel.

[Conference Budget Template](#)

Planning a conference is a labor of love, **but it is also a business venture to make a profit.** Affiliate leaders and volunteers spend considerable time and resources planning their annual conference(s). This budget form will help guide them through the process of creating, planning, and implementing a budget.

[Site Inspection Checklist](#)

What should an affiliate look for in selecting the best conference site? This checklist includes all the important issues and details when selecting a site, from the overall quality of the hotel, to important issues with lodging rooms, meeting rooms, food and beverages, audio visual, and much more.

[Speaker Information Form](#)

Does your speaker(s) know enough about your event to give the most successful presentation? Is your speaker wondering about transportation or meals? This form, prepared by Millie Davis and used for the cosponsored speaker program, **provides the speaker with detailed and valuable information on your event.** Feel free to copy and paste this text into an e-mail or a document, complete, and send to your speaker(s).

[Speaker Hosting Etiquette](#)

Please use these guidelines when you **host an NCTE Cosponsored Speaker.** You should also find the guidelines useful for hosting other conference speakers as well.

[Conference Notebook Checklist](#)

What type of information should you keep with you during the conference?