



Location Dates:

Key Targets:	Target Date	Done	Comments
Hotel Contract			
Brochure/Invitation Ltr			
Staff Reservations			
Participant Letters			
Staff Letters			
Materials Printed			
Materials Boxed and Sent			

Hotel		Phone	
Address			
Contact Name		Phone	
Information:			

Staff Planner Names	Organization	Staff Letter Sent	Room Confirmed	Comments
	STS - Lead			



Preparation and Marketing --Companies to focus on: (Who should we be calling – and results)

Company	Contact/Phone	Est. #	Names

ACTUAL LIST+++++

Participant List and Action Planner

	Name	Phone	Company	Confirm Sent	Profile Return	Attended
1						
2						
3						
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	Name	Phone	Company	Confirm Sent	Profile Return	Attended
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