

# Conference Planners Timeline

## 5 Months- 1 Year Before Conference

- Read "Planning an Event at the Kennedy School" and Conference Planners Packet
- Meet with potential sponsors to discuss "Rules of Sponsorship" sheet
- As soon as sponsors are secured, they must contact the following groups to inform them of the conference sponsorship: Mel Litter or Ellen Pigott (Finance), Room Reservations, SODEXHO, Brian Conroy (Security), Dean McCarthy, Media Services (if necessary), Forum Office (if Forum space will be reserved). Sponsors will serve as the primary contact for planning event, and will assume responsibility for all tasks with an asterisk (\*) next to them. Students are responsible for completing all other tasks.
- \*Contact Erin Ward to Schedule Event Planners Meeting
  - Meet KSG staff members vital to event planning process (Finance, Room Reservations, SODEXHO, Building Services, Media Services, Forum Office, Security, Student Affairs)
  - Introduce student conference planners
  - Review event planning guidelines/timeline
  - Discuss sponsorship guidelines
  - Schedule future meetings with KSG staff members
  - Questions and Answers
- \*Contact Room Reservations/Forum Office to reserve space
- Meet with Mel Litter, Ellen Pigott and KSSG VP of Finance to review budgeting guidelines and discuss sources and uses, contacts, reimbursements, ticket sales, sponsorship, and billing orders.

## 4-5 Months Before Conference

- Meet with Greg Wilson in the Forum Office to discuss speaker/panelist ideas.
- Contact Dean McCarthy and Erin Ward with speaker/panelist proposals. Do not invite speakers until proposals have been approved. The speaker proposal should include official invitations or letters to foreign embassies or governments.
- Some international speakers may encounter travel or visa-related problems. For assistance with such issues, contact Maureen Martin in the Harvard International Office (maureen\_martin@harvard.edu).

## 3-4 Months Before Conference

- \*Contact SODEXHO to discuss food/drink orders and setup needs
- \*Contact Brian Conroy to determine security needs
- \*Contact Room Reservations to discuss room setup needs
- \*Contact Media Services to discuss media needs.

## 1-2 Months Before Conference

- Confirm attendance with speakers

## 2-3 Weeks Before Conference

- Confirm with Mel Litter, Ellen Pigott and KSSG Finance VP
- \*Confirm with Room Reservations
- Confirm with SODEXHO
- \*Confirm with Brian Conroy (Security)
- Confirm with Dean McCarthy's office

## 1 Month After Conference

- Sponsors and students must submit all conference related receipts to Mel Litter and Ellen Pigott.

## Before Commencement

- Meet with Mel Litter, Ellen Pigott and KSSG Finance VP for debriefing session