

NASSGAP Fall Conference
Park City, Utah
October 21 – 24, 2007
Deliverables List

Updated August 13, 2007

Program – Julie Leeper

No	Due	Task	Assigned to	Status Notes/Dependencies
1		Solicit speakers		
2		Create speaker bio form		
3		Create program agenda		
4		Decorations for meeting		
5		Solicit session moderators		
6		Confirm speakers		
7		Thank you letters		
8				
9				

Hotel – Site – Lynda Reid

No	Due	Task	Assigned to	Status Notes/Dependencies
1		Meal menus		
2		Break menus		
3		Monitor rooms reserved		As of 08.13.07, 10 registered
4		A/V and equipment needs		
5		Member special accommodations		

Marketing – Site – Lynda Reid

No	Due	Task	Assigned to	Status Notes/Dependencies
1		Create email campaign to membership		
2		Find and distribute info on Utah		
3		Solicit freebees for conference gifts		
4		Get meeting on other groups' calendars		
5		Market evening activity		

Registration – Site – Lynda Reid

No	Due	Task	Assigned to	Status Notes/Dependencies
1		Registration form creation		
2		Registration form distribution		
3		Registration table staffing		
4		Database of attendees		
5		Provide conference folders		
6		Print final agenda		
7		Name Tag creation		
8		Provide conf bags for conf gifts		
9		Print misc agenda items		