

CONFERENCE CHECKLIST

Step 1: Campus Operations	Staff
Venue Reservation	
Clearance Request (For Survivors to Enter Campus)	
Coordinate Parking/Validation	
Coordinate Room Setup	
Tech-Check (Microphones, laptop, etc)	
Accessibility Audit (Ramps, Elevators, Closed-Captioning)	

Step 2: Outreach	Staff
Create Interest Form	
Identify Survivor Leaders and Community Orgs/Allies To Do Outreach	
Design Flyer	
Draft & Send Email to Invite Survivor to Apply	

Step 3: Confirm Participants	Staff
Draft & Send Email to Notify Survivors Selected to Participate in Conference (Collect Survivor Bios, Headshots, Media Consent Forms, and W-9)	
Pre-Conference Survey	
Conference Website	
Coordinate Mandatory Virtual Orientation	
Draft Email to Participants with Logistics (Parking, Room Location, Agenda)	

Special Support for Survivor Leaders	Staff
Assist Survivors in Creating Bios and Headshots (if needed)	
Coordinate MSW/Therapist for survivors	

Communications/Media	Staff
Coordinate Photographer	
Social Media Posts	

Food/Bevarages/Supplies	Staff
Breakfast	
Lunch	
Utensils/Drinks	
Create List and Order Supplies Needed for Conference/Sessions	

Step 4: Program Content	Staff
Internal/External Agenda	
Presentations	
Evaluations	

Step 5: Registration	Assigned
Sign-in Sheets (to Print)	
Name Tags	
Signage (to guide people to rooms)	