



# LIST PLANIT

*lists to put your world in order*

## CONFERENCE EPLANNER

TRIP & CONFERENCE ARRANGEMENTS



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CONFERENCE CHECKLIST

CONFERENCE \_\_\_\_\_

Step	Details	Notes
1. Research the details. Check dates, location, & price.		
2. Buy your conference ticket.		
3. Price & purchase flights.		
4. Reserve hotel room.		
5. Arrange for transportation to and from airport.		
6. Create a thorough packing list.		
7. Decide what to wear.		
8. Prepare supplies: business cards, data card, etc.		
9. Organize sponsors.		
10. Soak it all in!		

## CONFERENCE QUICK LIST

### Flights

City	Airline	Gate / Seat	Boarding	Arrival	Comments

### Hotel Info

Hotel / Rating	Room #	Address	Telephone	Comments

### Remember to Bring


### Contact Info

Name / Description	Address / Directions	Telephone / Cell #

### Notes:

## CONFERENCE PREPARATION LIST

Steps	Notes	Done
<b>1. Create a Budget</b>		
<b>2. Prepare Itinerary</b> How many days? Nights?		
<b>3. Make Trip Arrangements</b> Flying / Driving / Shuttle / Taxi		
<b>3. Find a Place to Stay</b> With a Friend? Hotel?		
<b>4. Put in for Time Off at Work</b>		
<b>5. Order Business Cards &amp;/or Promotional Materials</b>		
<b>6. Buy Necessary Items</b> Luggage, Clothes, Atlas		
<b>7. Make Arrangements for Children / Pets</b>		

The Week Before	The Day Before	The Day Of
<b>Get out Clothing List</b> <b>Start Putting Articles Aside</b>	<b>Finish Packing -- Take Luggage to Car the night Before</b>	<b>Plan to arrive early</b>
<b>If Traveling by Car, get oil changed / Car inspected</b>	<b>Charge electronics</b>	

## CONFERENCE BUDGET

Expense	Details	Estimated Cost	Actual Cost
Conference Ticket			
Airfare			
Shuttle/Taxi			
Rental Car/Gasoline			
Hotel (Rate x # Nights)			
Breakfast (x # Days)			
Lunch (x # Days)			
Dinner (x # Days)			
Promotional Materials			
Clothing			

# CONFERENCE SCHEDULE

Time	Day 1	Day 2	Day 3
Wake Up/ Breakfast			
Morning			
Lunch			
Afternoon			
Dinner			
Evening			

## CONFERENCE PACKING LIST

### CLOTHING

- 1 daytime outfit per day
  - 1 evening outfit per day
  - 1 sweater / jacket
  - Swimwear
  - Athletic clothing for the gym
  - Underwear
  - Socks
  - Shoes (per outfit, athletic)
  - Pajamas
  - Belt
  - Hat / Gloves / Scarf
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### TOILETRIES

- Comb / Brush
  - Deodorant
  - Shampoo
  - Soap / Face Wash
  - Hand Sanitizer
  - Toothbrush
  - Toothpaste
  - Dental Floss
  - Makeup
  - Razors
  - Shaving Cream
  - Lotion
  - Glasses / Contact Lens Supplies
  - Personal Hygiene Items
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### MEDICATION

- Aspirin / Pain Reliever
  - Cold Medicine
  - Prescriptions
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### ESSENTIALS

- Credit / Debit Cards / Cash
  - Business Cards
  - Cell Phone / Charger
  - Laptop
  - Notebook & Pen
  - First Aid Kit (travel size)
  - Still Camera / Film / Batteries
  - Everyday Bag
  - Sunglasses
  - Laundry Bag
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### DOCUMENTS

- Tickets
  - Itinerary
  - Reservations for Hotel / Car Rental
  - Directions to Hotel
  - Passport
  - Identification
  - Guidebook
  - Map
  - Travel Journal
  - Lightweight Book or Magazine to Read
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### OTHER

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# NETWORKING NOTES

Name / Details	Business Card / Notes