IASCD Conference Planning

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**Agenda/Program**

- Develop Conference Agenda
  - Use previous year(s) agenda as template
  - Solicit input from IASCD board of directors and hosting division staff and supervisors
- Develop State Envirothon Meeting Agenda (contact IASCD for assistance)
- IASCD Annual Business Meeting
  - Standard agenda items: Approval of previous year’s minutes, budget and resolutions
  - Other items as brought forward by the IASCD board or supervisors or member districts
- IASCD Director’s Meeting (days/times as requested from the directors)
- “Flyer/Newsletter style” agenda for whole conference – mailed out before
- “Brochure style” agenda for packets/registration (more detail)
- Review working schedule for responsible parties and hotel conference staff (usually provided by the hotel conference manager)
- Develop and provide copies of individual meeting agendas to be posted/available at conference
- Update Website with agenda(s)
- Confirm all participants listed on agenda (color guards, invocation, presenters, quests, award winners, chairman, hosts, etc….everyone!)
- Confirm partners for reports at opening session (usually around 5 minutes)
Auxiliary

- Confirm breakfast menu
- Confirm agenda details for website (if available)
- Confirm fundraiser item for website (if available) and table needs for raffle
- IASCD donation for current year to secretary
- Confirm meeting room needs/craft needs/table set up, etc.
- Confirm ending time if IDEA (or other) is following in same room
Awards

- Employee of Yr (sponsored through IDEA)
  - Collect nominations
  - Keep in touch with IDEA President
  - Assist with judging or setting up panel for judging if requested
  - Winner information to IDEA President for plaque if applicable

All Other Awards
  - Appoint Judges
  - Determine all other award winners (judges panel)
  - Winner(s) information to IASCD/or other for ordering plaques, etc.
  - Bios for winners – during presentation of awards
  - Prepare award presentation documentation (bios, when/where will awards be given, by whom…etc.)
  - Press Releases?
  - Update Website with current year winners after the conference
  - Assign Photographer for Ed. Lunch & Banquet presentations
**Banquet**

- Place Setting Cards for meal choice in name badge (color coded)
- Secure Entertainment (if applicable) & MC
- Confirm Award winners reservations (with sponsoring districts-if being kept confidential)
- Meal counts to hotel
- Head Table arrangements
- Develop program guide (including order of award presentations)
**Business Meeting**

- Set Agenda, copies to post/available at meeting
- Confirm any other materials needed for agenda/meeting
- Confirm equipment needs and room arrangements
- Resolution packets (Copies given to each standing committee chair at President Breakfast or available at registration desk and at Resolutions Committee)
- Voting delegate information, blank voting delegate forms, signs (voting sticks)
- Copies of any handouts
- Table/Name tents for head table
Contests

(Request and assign an advisor to take charge of these contests before and at the conference)

- Speech Contest (prize money to be paid by Auxiliary at conference, if possible)
  - Confirm judges panel, timer, escort, hosts
  - Education Luncheon room arrangements (reserved tables for contestants and family members, judges, table tents for head table, escorts, hosts for seating, meal tickets in name badge (if a choose is available), and volunteers posted at doors to minimize disturbances during speeches, etc.)
  - Award Plaque to Education Luncheon (stored in press room)
  - Bios and presentation materials
  - Flowers (table center pieces if applicable and not provided by hotel), door prizes
  - Assign a Photographer
  - Advisor to be responsible for keeping a record of winners, names, addresses and sponsoring districts (turned into IASCD), as well as keeping contestants in separate area while waiting their turn.

- Poster Contest (prize money to be paid by IASCD)
  - Confirm judges panel/breakfast and judging time
  - Confirm site for poster display
  - Confirm district supervisors or others to pick up contestants awards
  - Advisor to be responsible for keeping a record of winners, names, addressees and sponsoring districts (turned into IASCD) for payment.
  - Provide participant ribbons for all posters and have 1st, 2nd, 3rd place ribbons and checks (at conference if possible…otherwise, will mail)
Displays

- Confirm contacts/reservation prior to conference
- Update website with form/contacts
- Confirm area (number of tables allowed, availability of electricity, etc.) with hotel and set up times with contacts
- Letter to districts soliciting display vendors
- Need finalized list from contacts to add to brochure agenda and to make announcements at general session
- Check with IASCD for any sponsors (businesses) that may be wanting display space
Door Prizes

- Letter to districts about donations ($25 request)
- Confirm shoppers
- Confirm who (shoppers?) is bringing door prizes to conference
- Confirm door prize presenters
- Receipt to each sponsoring district after conference
- Update website, spreadsheet and of current year sponsors for thank you
- Provide/bring ticket box or basket(s) for ticket collection
- Store door prizes in media room
- Provide each attendee with a door prize ticket in name badge (keep other half in container for drawing)
- Add list of sponsoring districts to brochure agenda
Equipment

- Copier rental and arrangements for delivery/pickup in media room
- Assign a Photographer
- Computer/laptop & printers for press room
- Confirm each meeting room, general session, banquet, etc. equipment needs
- Press room keys (assign to specific individuals with specific responsibilities for securing room, awards, supplies)
- IASCD flash drive with all conference files & resolutions, etc.
Forms

- Voting Delegate reminders out to districts (bring blanks to conference)
- Have registration forms available at registration table
- Have survey forms available at conference and provide after business meeting
- Other blank forms available at registration table (registration, voting delegate forms, spreadsheets for filling in walk in registrations, etc.)
Hotel

- Set up “direct bill” with hotel and IASCD if possible (well in advance)
- Confirm # of reserved rooms
- Confirm meal selections, and count for each meal
- Confirm financial details (contract or “orders” from hotel)
- Confirm meeting rooms/display area/registration/ etc…set up
- Confirm equipment needs and room set up for each portion of the agenda
- Confirm head table attendees, speakers, etc.
- Confirm agenda posting/marquee board welcome
- Confirm IASCD staff and board room reservations
- Confirm conference guest and speaker room reservations
- Confirm flags for color guard (times, day, sound system, entry…)
- Confirm location to display posters
- Confirm needs for posting agendas, table chart, etc…registration
- Confirm flower/center pieces for each event (who has volunteered to do this? Will we need refrigeration?)
IDEA

- Confirm meal, workshop, room arrangements, raffle with IDEA President
- Update website with agenda and flyer(s) for IDEA if provided
- Have copies of any materials at registration table if applicable
- Confirm any other meeting needs/rooms apart from annual meeting
- Confirm minute takers for standing committee sessions, if applicable
- Set up to sell raffle tickets at registration/conference center lobby (contact IDEA President to confirm details), may also utilize a table in the display area if there are empty tables (may be a more social setting, i.e. fireplace foyer in Boise)
- Make any joint meeting/meal arrangements between partners, confirm
Packets

- Confirm assistants to stuff packets
- List items to include:
  - 9 x 12 Envelopes
  - Brochure Agenda
  - Name Tags (meal designation, door prize ticket)
  - Local interest brochures/welcome stuffers
- Set date to stuff
- Have 10 or 20 extra (complete) packets for walk in registrations
Registration

- Update registration form
- Update spreadsheets
- Bring copies of spreadsheets and registration forms to table
- Make or order name tags
- Receipts for registration table
- Bring tape, tacks, extra forms, extra pens, etc…
- Raffle information at registration table if applicable
- Cash box/change
- Assistants schedule
- Bring copies of agendas, working schedule, etc.
- Arrange for easels to post copies of the agenda, any flyers, messages, etc.
Resolutions

- Reminders out to all districts in June and again in July (ideally), deadline is Sept 1st for final resolutions
- Update website (form and policy) and any incoming resolutions
- Email districts to provide copies of resolutions after Confirm who is bringing resolutions to conference (copies can be made at the conference as well)
- Resolutions out to all districts/directors for fall division meetings in October
- Prepare resolutions packet for business meeting and provide at Sunday night program (any emergency resolutions?)
- Emergency resolutions need to be presented to the IASCD as soon as possible at conference (so they can be copied and handed out as soon as feasible).
Speakers

- Confirm speakers & guests (and if a meal will be included or requested)
- Send agenda and details to all
- Collect bios for website, agenda, introductions
- Confirm equipment needs
- Confirm room reservations if needed
- Prepare table tents/head table name plates
- Name tags (in case they do not have one with them)
- Make head table program guide for all events with working schedule/introductions/bios, etc.
- Confirm all presenters and guests (color guard, invocation, mayor, presiding, awards, etc.)
- Confirm MC
**Standing Committees**

- Update current year committee members
- Send out updated list to all members and chairs
- Confirm meeting room needs/equipment
- Confirm any presenters/needed materials
- Confirm minute takers if needed (with IDEA President), provide them with any detailed information
- Provide programs/agenda/reports for requesting committee(s)
- Have agendas posted at registration table and lobby area
Registration Table Supplies

- Tape
- Tacks
- Paper clips
- Stapler/staples
- Masking tape
- Pens & Pencils
- Pencil sharpener
- Post-It notes
- Scratch paper
- Calculators
- Registration materials
- Extra blank nametags
- Markers
- Extra blank registration forms
- Table reservations chart (if applicable)
- Extra stickers
- Extra meal tickets for each meal
- Cash box
- Petty Cash
- Conference brochures
- Agendas
- Blank voting delegate forms
- Receipt book(s)
- Blank spreadsheet for walk in reservations

Update Website