



conserving
natural resources
for our future

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