WCN CONFERENCE TIMELINE

JUNE
- Co-Chairs brainstorm theme, logo, committee members

JULY
- Form a committee
- Initial meeting
- Assign responsibilities
- Search hotels, caterers

AUGUST - OCTOBER
- Explore programming & presenters
- Begin monthly meeting after holidays

NOVEMBER - DECEMBER
- Confirm caterer & hotel
- Plan meals with caterer
- Monthly meeting
- Review tech needs
- Determine security provider
- Develop and confirm budget
- Decide registration fees

JANUARY
- Confirm programming & presenters
- Create schedule
- Prepare online registration
- Send out teasers
- Monthly meeting

FEBRUARY
- Finalize & prepare for launch
- PDFs sent to web coordinator for upload
- Send out teasers
- Monthly meeting
- All contracts sent

MARCH
- March 1 - launch registration
- Send out bi-weekly reminders of Early Bird
- Monthly meeting
- Ongoing communication or troubleshooting with web coordinator
- Hire security

APRIL
- Purchase gifts, name tags, stickers, etc.
- Monthly meeting
- Send out reminders & promos - Early Bird & scholarship close April 30
- Enlist temple volunteers
- Alert local PD
- Choose shuk fee Tzedakah

MAY
- Monthly meeting
- Send out registration reminders & deadlines
- Song share list completed
- Coordinate rideshare
- Collect & upload documents to docshare
- Registration closes 18 days before conf.
- Buddy system set-up
- Congregation reminder letter with schedule
- Share food allergy totals with caterer
- Assign Tefillah groups

JUNE
- Monthly meeting
- Ensure all A/V equipment available
- Virtual only registration close 7 days before conf.
- Organize check-in materials