



Weeks Out	 <b>Conference Checklist and Timeline</b>	Conference Director	Conference Team	Promo Team	Web/Tech Team	Status
16	<b>TEAMS:</b> Recruit Conference Team Leaders and Assign Positions	X				
	<b>FOOD:</b> Plan Breakfast, Snacks, Lunch, Dinner, etc...	X				
	<b>PEOPLE:</b> Reserve Facilities and Confirm Staff/Volunteers (Maintenance, Sound Technicians, Café, etc.)	X	X			
12	<b>PROMOTION:</b> Show Conference Promo Video #1, Announce Conference Dates, Encourage Online Registration	X		X	X	
	<b>PRINTING:</b> Print Promotional Materials for Information/Registration Table	X		X		
	<b>COMMUNICATION:</b> Finalize ALL Teams and Start Weekly Communication	X				
	<b>WEBSITE:</b> Upload and Test Conference Links/Information from Church Website	X		X	X	
	<b>E-MAIL:</b> Send Conference Promotional Blast to Members Explaining the "Why?"	X		X	X	
10	<b>PROMOTION:</b> Show Promo Video #2, Announce Conference Dates and Early Bird Pricing	X		X		
	<b>WEEKLY REGISTRATION TABLE:</b> Begin Weekly Registration Table with Internet Access for Registration and Promotional Materials in the Main Lobby Area	X	X	X	X	
8	<b>PROMOTION:</b> Show Promo Video #3, Announce Conference Dates and Early Bird Pricing	X				
	<b>TECHNOLOGY:</b> Test Keynote/Power Point Slides, Videos, etc...	X	X		X	
6	<b>PROMOTION:</b> Show Promo Video #4, Announce Conference Dates and Early Bird Pricing, Finalize Plans for Teams, Food, People	X		X		
5 – 4	<b>PROMOTION:</b> Show Promo Video #1, Announce Conference Dates and Early Bird Pricing, Include Promotional Inserts Inside Weekend Bulletins	X		X		
3	<b>PROMOTION:</b> Show Promo Video #2, Announce Conference Dates and Early Bird Pricing, Finalize plans for Teams, Food, People and Event Operations Plan	X		X		
2	<b>PROMOTION:</b> Show Promo Video #3, Announce Conference Dates and Early Bird Pricing Deadline	X		X		
1	<b>PROMOTION:</b> Show Promo Video #4, Announce Conference Dates, Make Final Call to Action	X		X		
0	<b>MARRIAGE CATALYST CONFERENCE</b>					

Weeks Out	 <b>Conference Checklist and Timeline</b>	Conference Director	Conference Team	Promo Team	Web/Tech Team	Status
16						
12						
10						
8						
6						
5 - 4						
3						
2						
1						
0	MARRIAGE CATALYST CONFERENCE					