

<i>Num People</i>	<i>Area</i>	<i>Tasks</i>	<i>Who?</i>
1	Coordinator	Coordinate planning meetings Manages timeline Manages budget	<input type="text"/>
2	Site/Logistics	Reserve rooms Reserve equipment Coordinate catering Coordinate on-site logistic volunteers	<input type="text"/> <input type="text"/>
2	Speakers	2 Keynoters 11 breakouters	<input type="text"/> <input type="text"/>
2	Vendors	Solicit advertisers Solicit sponsorships Solicit exhibitors Solicit on-site giveaways Work w/logistics comm to ensure exhibitor setup Coordinate payment with Kathleen Obtain vendor info and forward to materials comm Greet vendors on-site Handle vendor evaluations	<input type="text"/> <input type="text"/>
1	Marketing	Coordinate with affiliates for marketing Coordinate all event advertising Arrange for digital photography on-site Press releases Coordinate marketing volunteers	<input type="text"/>
2	Materials	Compile speaker bios, handouts Prepare, duplicate, bind program guides Obtain and assemble bags and giveaways Create nametags, ribbons / participant packages Handle any other on-site conference materials	<input type="text"/> <input type="text"/>
		Committee TBA:	<input type="text"/> <input type="text"/>