

PSD Annual Conference Planning Guide
3 Year View

Year Two	Program Committee	Local Arrangements	Archives	Awards	Site Selection	District Office
Jul		review job descriptions for LAC				
		prepare preliminary schedule/budget				
Aug						
Sept						
Oct		Attend Program Planning Com mtg				
Nov						
Dec						
Jan		Attend Program Planning Com mtg				
		Select Theme				
Feb						
Mar		Recruit Core Team, Comm Chairs				
Apr		Attend Annual Conference				
May		Start sending Conference information				
		to district office as decisions are made				
June		Attend Program Planning Com mtg				

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Year Three	Program Committee	Local Arrangements	Archive	Award	Site	District Office
Jul	Prepare summer mailing solicit speakers bios	Create conference budget/logo				
Aug	Email to PSD leadership solicit workshops	create mailing for workshops as directed by Prog Plan comm preliminary budget to Pro & DO Article for PSD Sept newsletter				Post call for workshops Send notice of workshop call
Sept	Email reminder of due date Workshop applications due Program committee budget	Draft poster for churches send poster with DO approval Electronic poster for DO website				Notify LAC chair of materials district provides Ask LAC where/how to hang district banner
Oct	Fall meeting Workshop decisions Conference schedule	Attend Program Planning com mtg draft conf activities/reg material proposed budget to DO confirm # of mtg rooms				Inform LAC of Board meeting arrangements Make sure articles about AC in fall newsletters
Nov	PSD meeting - budget app Hand off brochure to Local	final conf act/reg mat to DO budget approved recruit volunteers article for PSD newsletter				
Dec		submit conf promo to DO On-line reg ready for testing				Annual Report Deadline/Notification
Jan	Winter meeting Select conference theme	Attend Program Planning com mtg submit test for reg open to DO final meal selection at hotels				Final list of workshops on website Inform PSD mail list registration open
Feb	Invitations to speakers next	article for PSD newsletter finalize PSD board arrangements				Request Business mtg agenda Collect Annual reports article about AC in spring newsletters Inform PSD mail list Early Reg deadline Arrange for nametag ribbons and transportation Inform LAC of photography/video needs Remind Program Planning to obtain speaker permission

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Mar	Confirmation of speakers	Early reg deadline				Design/publish Annual Report
						Inform LAC about distribution of AR
						Invites to Board Nominees to Board mtg
						Transport District banner
						Prepare inserts for Reg packet/ send to LAC
						Coordinate district committee handouts for Reg packets
						Talk with conference photographer about photos
Apr	Annual conference event	Annual Conf event				Annual Reports transported and distributed
	Debrief at conference					Inform LAC of # at board mtg
May	Thank you's to speakers					Post AR on web
	Follow up on speaker invitations					
June	Summer meeting	Attend Program Planning com mtg				
	Farewell to outgoing mem	final financial report				
	Draft Conf description					
	Confirm Speakers					
	Review Final Budget from prev-conf					