

**[SAMPLE] FINAL TWO-WEEK CHECKLIST  
FOR FORUM COORDINATOR AND HOST CHURCH**

# MONTH 2011

| Sunday | Monday  | Tuesday  | Wednesday   | Thursday  | Friday  | Saturday   |
|--------|---|--|---|---|---|--|
|        |   |  |   |   |   | 1  |
| 2      | 3   | 4  | 5   | 6   | 7   | 8  |
| 9      | 10  | 11   | 12<br>Finalize donut donations  | 13<br>10:00 AM meeting<br>Pick up binders<br>Receive Final Conf Schedule<br>Receive final Workshop Schedule<br>Call/Welcome speakers  | 14<br>Interview on WHKW   | 15   |
| 16     | 17<br><b>1:00-3:00<br/>Stuff Binders</b>      | 18<br>9:00-11:00<br>Finish Stuffing Binders,<br>if necessary | 19<br>Collect any donations<br>Deliver Binders to Host church<br>Make Signs | 20<br>Make name tags for Greeters<br>Review Check Lists<br>Pick Up Donuts<br>Pick up chick filet<br>Last minute print<br>Last minute binder stuff<br>Post signs<br>Place tent cards on tables<br>Deliver and set up projectors<br>Stage Registration area | 21<br>7:00 am Conference set up<br>8:30 Partner Breakfast<br>8:30-9:00 Seminar Setup<br>9:00-1:00 Skills Seminar<br>12:30 Exhibitor Setup<br>5:30 Registration opens<br>3:00 Exhibitor Meetikng<br>5:30 Exhibits Open<br>6:00 Conference Open<br>8:45 Exhibits Open<br>8:45 Team Connect<br>10:00 Close | 22<br>6:00 AM Set Up<br>7:30 Conference Open<br>9:45-11:45 Workshops<br>11:45-1:15 Lunch<br><u>12:00 Team Connect</u><br>1:15-4:30<br>Workshops/Displays<br>4:30 Ending Plenary<br>5:00-10:00 Clean up<br>and Store items<br>for Monday pickup |
|        | 23 24<br>UPS Pick up of<br>exhibitor supplies | 25   | 26  | 27  | 28  | 29   |
|        | 30  | 31   |   |   |   |  |