Conference Tasks

|  |  |  |
| --- | --- | --- |
| Task | Assigned to | Complete by |
| Announce conference on listervs, etc. | Allison | Ongoing |
| Open Registration | Allison | June 1 |
| Add presentation descriptions to websites and social media pages | April, Jamie, and Allison |  |
| Name Badges | Tammy |  |
| Folders, folder contents, and handouts | Tammy |  |
| Conference agenda | Toni |  |
| Conference evaluation form | **?** |  |
| Bring food Adam and Beth | Adam and Beth |  |
| ~~Presenter gifts~~ |  |  |
| Take Pictures and upload to Facebook, etc. | April |  |
| Conference manager | Allison |  |
| Introductions for presenters | Allison |  |
| Set up signs and registration area | Tammy |  |
| Bring and set up banners and signsRecruit and announce election candidates  | **?** |  |
| Door prizes? | ? |  |
| OKACRL funds | Beth |  |
| Coordinate with Beth on conference $ | Beth |  |
| Laptops/ LCD projectors  | Dona |  |
| OLA table | Adam and Megan | Complete  |
| “Save the date” cards | Jamie, Shannon, and Megan | Complete  |
| Conference social media | Allison, Jamie, and April |  |
| Conference LibGuide  | Megan |  |
|  |  |  |
|  |  |  |