

# Fee for Service Task List

Conference Name: \_\_\_\_\_

Point of Contact: \_\_\_\_\_

Services	Mark all that apply
<b>Web Development</b>	
Customized Registration Page	
Full Website (includes customized registration page)	
<b>Abstract Book Creation</b>	
<b>Fiscal Support</b>	
Set Up PO's and Process Invoices	
Process Travel	
Process Honorariums	
Set up payroll	
<b>Site Selection</b> - Research Properties, Conduct Site Visit, and Negotiate Contract	
<b>Marketing</b>	
Facilitate Logo Design	
Arrange printing, mailing, and/or electronic distribution of promotional material	
<b>Evaluations</b>	
Design the program evaluation form	
Review and tabulate the evaluation forms	
<b>Participant Materials</b>	
Design and/or print event program	
Order giveaways	
Assemble participant packets	
Prepare nametags	
Print and/or mail attendance certificates	
<b>CEU's</b>	
CEU set-up fee (required)	
CEU credits - per person cost	
<b>Food &amp; Beverage</b>	
Coordinate Menus	
Review and modify BEO's	
<b>Signage</b>	
Design and print directional signs	
Design and print detailed breakout/agenda signs	
Design and print event (welcome, reception, sponsor) signs	
<b>Transportation</b> - Design and distribute RFP and Negotiate Contract	
<b>Speaker Management</b>	
Create Speaker LOA's	
Reimburse/arrange travel	
<b>Audio/Visual</b> - Prepare and distribute RFP, Negotiate Contract, and Review Event Order	
<b>Sponsorship</b> - Design and distribute sponsor material	
<b>Exhibitor/Vendor</b> - Produce exhibit floor plan	

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<b>Posters</b> - Order poster boards and supplies	
<b>Onsite Management</b>	
<b>Additional Services</b>	
Arrange additional off-site housing	
Research spouse programs	
Arrange spouse programs - per event	
Arrange off-site special events - per event	
Contract security services	
Other:	