

Conference Tools - Preparation Check List

Let TurfGrass TRENDS help you make the most of applied turfgrass science.

Trip Preparation			
Conference:	Date Confirmed:	Confirmation#	
Membership Card#	Organization Contact:		
Airline:	Telephone:	Confirmation#	
Car Rental:	Telephone:	Confirmation#	
Hotel:	Address:	Confirmation#	
Telephone#	Fax#	Deposit Sent:	
Message Center:		Local Contact:	
Packing List Prepared		Emergency Contact:	
Miscellaneous:	<input type="checkbox"/> Weather report	<input type="checkbox"/> Local Maps	<input type="checkbox"/> Restaurant/Event Guides
Presentation Materials Prepared:		Materials Shipped:	
<input type="checkbox"/> Brochures	<input type="checkbox"/> Business Cards	<input type="checkbox"/> Promotionals	<input type="checkbox"/> Gifts:
Presentation Needs:		Location:	
Equipment Needed:		Local Contacts:	
Calendar Preparation			
Key Activities	Date/Time	Location	Contact/Telephone
Seminars:			
Workshops:			
Discussions/Forums:			
Tours/Events:			
People to See:			
Products to See:			
Booths to Visit:			
Periodicals to Pick Up: <i>TurfGrass TRENDS</i> plus...			
Other:			