

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:			

TurfGrass Trends - A practical research digest for turf managers

JANUARY 1996 • TurfGrass TRENDS • 15

TurfGrass TRENDS, 1775 T Street, NW, Washington, DC 20009-7124, (202) 483-TURF, Fax (202) 483-5797, 76517.2451@CompuServ.com