Recommended AWF Planning Activity Timeline for an April Event

(Dates complement CWWCE Standalone Meeting Planning Guide)

April

- Hold AMS Washington Forum
- Take notes
- Send thank you letters (or emails) to speakers and panelists (AMS handles sending letters on their letterhead)
- Record pros and cons for following year planning

May

- Conduct wrap-up meeting to capture complete list of successes and lessons learned for next event
- Prepare summary of Forum for AMS website
- Talk to AMS to set the venue, dinner venue, and dates for following year's Forum
- *Reserve venues and dates (AMS staff)*
- Send meeting notes, report, etc. to CWWCE and other Board Chairs

June

- Conduct next year's planning kickoff meeting
- *Identify hotels and begin negotiating room blocks (AMS staff)*

July

- Set up core Organizing/Program Committee
- Review timeline, tasks
- Develop theme and associated draft list of session topics (also consider recent CWWCE meeting topics for continuity)

August

- Update draft list of session topics
- Develop draft agenda (based on standard agenda template)
- Develop draft BAMS advertisement
- Finalize draft press plan

September

- Finalize list of session topics
- Update draft agenda
- Iterate with AMS staff on advertising materials (BAMS and Web)
- Submit early BAMS advertisement if desired
- Begin seeking sponsorships
- Update press plan

October

- Confirm "standard" session organizers
- Start recruiting/confirming session chairs
- Update draft agenda

- Iterate with AMS staff on advertising materials (BAMS and Web)
- Finalize press plan
- *Finalize hotel arrangements (AMS staff)*

November

- Submit changes for January BAMS advertisement update
- Start recruiting dinner and lunch speakers
- Contact AMS President regarding participation in press activities
- *Set registration fee (AMS staff)*
- Remind organizers of "standard" sessions of dates for event
    - Agency Leads – Keith Seitter
    - Legislative Branch – TBD
    - Executive Branch – TBD

December

- Refine agenda and recruit speakers
- *Advertise meeting via AMS_PSL (AMS staff)*

January:

- Refine agenda and recruit speakers
- *Open online preregistration (AMS staff)*
- For speakers and panelists, provide vouchers for registration
- Confirm all session chairs
- Make final changes for March BAMS advertisement update

February

- Refine agenda and recruit speakers
- Create draft press release
- *NLT end Feb - Send out broad announcement/invitation to AWF (AMS staff)*

March

- Finish recruiting all speakers
- Finalize distribution for press release
- Finalize agenda
- *Finalize specific arrangements with dinner venue (AMS staff)*
- *Finalize lunch arrangements with venue/caterer (AMS staff)*
- Mid-March - confirm all speakers (NLT 6 weeks prior)
- Send out specific instructions to chairs, specific instructions to speakers