



NEEDS ASSESSMENT

This checklist is the first step in understanding the scope of your conference. This list will assess your basic needs and will help you to organize a successful event. Having this important information completed up front will save you time and money down the road.

General Conference Information:

- Name of the conference
- Name of the organization hosting the conference
- Type of business
- Agenda for the conference
- Goals and objectives for the conference
- Total conference budget
- Conference dates
- Alternative dates (if available)
- Conference location (if pre-determined)
- Location criteria
- Specific times of the conference
- Dates and names of any holidays and/or city-wide events that may impact the conference
- Total number of anticipated attendees

Conference Manager:

- Name
- Title
- Company
- Address
- Phone number
- Cellular phone number
- Pager number
- Fax number
- E-mail address