

FDFA Convention 2019 Planning Time-line

Task	Person(s) Responsible	Start Date	Finish Date
Program/Schedule of Events	Committee	March	April
Budget			
<ul style="list-style-type: none"> Registration rates 	Committee	April	June
Sponsorship			
<ul style="list-style-type: none"> Develop action plan Supplier Meetings 	Committee	April	August
Exhibitor Assignments			
<ul style="list-style-type: none"> Suites and breakouts 	Committee	April	June
Hotel Site Visit			
<ul style="list-style-type: none"> Committee (if necessary) Suppliers 	Committee	April April	ongoing
Convention/Gala Theme	Committee	March	May
Communications			
<ul style="list-style-type: none"> Newsletter content Newsletter distribution 	Committee Allison	April May	May June
Registration			
<ul style="list-style-type: none"> Website content developed Online Registration content 	Allison Allison	May May	June June
Vendors			
<ul style="list-style-type: none"> Graphics <ul style="list-style-type: none"> Newsletter/sponsorship docs Furniture/decor <ul style="list-style-type: none"> Create/distribute RFP Confirm Vendor Brokerage & Freight Forwarding <ul style="list-style-type: none"> Create/distribute RFP Confirm Vendor Gala Décor <ul style="list-style-type: none"> Create/distribute RFP Confirm Vendor Videographer (including awards video clips) <ul style="list-style-type: none"> Create/distribute RFP Confirm Vendor 	Allison Committee Allison Committee Allison Committee Allison/Barbara Committee	March May May June June July June July	April July June July July August

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<ul style="list-style-type: none"> • Photographer <ul style="list-style-type: none"> ○ Create/ distribute RFP ○ Confirm Vendor • Signs 	Allison/Barbara Committee Allison	June July July	August August September
Individual Event Planning <ul style="list-style-type: none"> • Gala <ul style="list-style-type: none"> ○ Meal tasting ○ MC • Opening Cocktail/auctions • Lounge • JTI Event 	Committee Committee Committee Committee/sponsor Committee/sponsor	July/August September July July July	September October October(early) October(early) October(early)
FDFA Directory <ul style="list-style-type: none"> • Content updates • Final Draft 	Allison Committee	July October	September October
Banquet Event Order (BEO) <ul style="list-style-type: none"> • Meals • Detailed set-up instructions 	Allison/committee Allison	September September	October October
OTHER <ul style="list-style-type: none"> • Volunteers/staffing 		September	October