In preparation for planning your event at The University of Toledo, please consider the following checklist of items in order to assist in the planning process. This checklist indicates planning items you may wish to discuss with your University of Toledo representative. Another helpful planning tool is the Conference Planning Worksheet, available online at utoledo.edu/conferenceservices in the Planning Toolkit section.

**Background Information**
- Goals and objectives of the conference
- Conference title
- Conference agenda or outline draft
- Conference history
  - Budget
  - Location(s)
  - Attendance
- Provide a list of key event contacts

**General Conference Services**
- Lodging
- Food and beverage
- Meeting space needs and room setups
- Audio-visual equipment
- Transportation needs

**Gain Speaker Commitments**
- Fees/honoraria
- Audio-visual needs
- Travel and Lodging

**Staff your event**
- Hire or provide staff support for your conference, if needed: e.g. van drivers, hosts and hostesses, registration assistance, general conference support
  - Salary and payments
  - Payroll packets

**Provide to UT**
- Supply needs
- Rooming lists (residence hall)
- Guarantee numbers for meals

**Booking your event**
If you have not yet done so, it is important that you fill out an information request form to schedule your event. You can access the form online at utoledo.edu/conferenceservices. Once you submit the form, a representative from The University of Toledo will be in touch soon.

*We look forward to working with you!*