



Member & Chapter
Services Committee

Conference Best Practices Guide

March 2025

Conference Checklist – How to Guide

This guide provides a breakdown of key tasks and considerations, from pre-conference preparation to post-event follow-ups, helping you stay on track and avoid last-minute stress. By following the checklist, you can efficiently manage logistics, set clear objectives, and maximize your conference planning experience. This checklist is just a guide and can be formatted for your chapter’s specific needs.

This checklist is designed to serve as a practical planning tool for APCO Chapter Leaders who are organizing a chapter conference. It outlines best practices, key considerations, and helpful reminders to guide you through each phase of the planning process—from initial brainstorming to post-conference wrap-up. Use it as a reference point during committee meetings, as a timeline to keep tasks on track, or as a quality check to ensure no critical details are overlooked. Whether you’re a first-time planner or a seasoned coordinator, this checklist can help streamline your efforts and support a successful, well-organized event.

Using the Checklist

Download the customizable checklist here: [Conference Planning Checklist](#)

Below is an explanation of the uses for each Column. Columns titles and are suggestions and can be adjusted to fit your individual conference needs.

- *Column A:* Item Status
These status updates are accessed via a dropdown in each Status cell.

Complete
To Do or Action Needed
In Progress
Not Applicable to Event
Cancelled (Action no longer needed)

- *Column B:* Item (Planning Category)
- *Column C:* Who the task has been delegated to or who is responsible for the next status update
- *Column D:* Note section for any updates or important follow up action items or sub-task information
- *Column E:* A description of considerations for each planning category. This column can be deleted or hidden, depending on the needs of the chapter.

It is recommended to have this document be a view only working document that members of the committee have access to. Updates should be directed to one or two people who have edit authorization rights.