* **Set date**
* **Reserve space**
* **Arrange speakers & facilitators**
	+ Travel: speakers
		- Book flight
		- Reserve hotel
	+ Travel: attendees
		- Set up room block
* **Set agenda**
* **Set up registration form/process**
* **Announce event**
	+ Create flyer
	+ Send out
	+ Add to UNM, dept calendars
* **Reserve/arrange for furniture setup**
* **Reserve technology**
* **Catering**
	+ Close registration before catering deadline
	+ Confirm order at least 10 days in advance of event
* **Parking**
	+ Order passes or set up garage code
	+ Distribute passes to attendees (mail or pickup)
* **Supplies**
	+ Create list of needed supplies
	+ Order two weeks in advance
* **Printing**
	+ Agenda
	+ Name badges
	+ Workshop materials
* **Pack for event**
* **Set up room**
	+ Set up registration/name badge pick up
	+ Set up materials at tables
	+ Set agenda at front and test tech
	+ Confirm catering in correct location
* **Clean up after**
	+ Pick up any reusable supplies
	+ Recycle unneeded agendas and materials
	+ Throw away remaining trash

NOTES

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