* **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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