



## 4.03b – Event Planning Calendar

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**Responsible Officer or Committee:** Annual Conference Committee/Chair

**Purpose:** The following calendar has been demonstrated to serve as a good model to guide the Annual Conference Committee to ensure all critical planning elements are completed smoothly and effectively while optimizing participation and high quality event.

See WMAO SOP: “4.03 - Annual Meeting and Conference Planning” for full procedures.

### Month One

Task	Responsible Party	Assignment
1- Event Planning	Event Planning Committee	Identify individual from the Event Planning Committee to act as “Event Coordinator” if not already designated by WMAO Executive Board.
1- Event Planning	Event Coordinator	Assign or perform any miscellaneous event coordination duties.
1- Event Planning	Event Coordinator	Organization/assignment of the event planning tasks.
1- Event Planning	Event Coordinator	Schedule committee meetings as needed.  WMAO Annual Fall Conference planning typically requires meeting every 4-6 weeks.
1- Event Planning	Event Coordinator	Prepare agendas for meetings and progress reports to WMAO Executive Board and Planning Committee.
1- Event Planning	Event Coordinator	Record minutes of all meetings and distribute to committee members via email or at next scheduled meeting.
1- Event Planning	Event Coordinator	Send meeting reminders during the week of next meeting to event planning committee. (Email is preferred method.)



## Standard Operating Procedures

1- Event Planning	Event Coordinator	Identify and assign event tasks to committee members.  (If possible, let committee members choose tasks they would like to perform before making assignments.)
2- Facility/Hotel	Event Coordinator  Administrator	Event Coordinator and Administrator should select facility (hotel).  Selection may be based on various criteria such as location, cost, service, or accommodations (such as ample space for anticipated number of attendees, sponsor area, table arrangements, as well as cooperation in allocating time for set up/tear down). Acquire information regarding catering/menu options.
2- Facility/Hotel	Event Coordinator  Administrator	Check facility (hotel) availability for proposed event dates.
2- Facility/Hotel	Event Coordinator  Administrator	Select event date.



# Standard Operating Procedures

## Month Two

Task	Responsible Party	Assignment
1- Event Planning	Event Coordinator	Assign or perform any miscellaneous event coordination duties.
1- Event Planning	Event Coordinator	Organization/assignment of the event planning tasks.
1- Event Planning	Event Coordinator	Schedule committee meetings as needed.  WMAO Annual Fall Conference planning typically requires meeting every 4-6 weeks.
1- Event Planning	Event Coordinator	Prepare agendas for meetings and progress reports to WMAO Executive Board and Planning Committee.
1- Event Planning	Event Coordinator	Record minutes of all meetings and distribute to committee members via email or at next scheduled meeting.
1- Event Planning	Event Coordinator	Send meeting reminders during the week of next meeting to event planning committee. (Email is preferred method.)
1- Event Planning	Event Coordinator	Identify and assign event tasks to committee members.  (If possible, let committee members choose tasks they would like to perform before making assignments.)
1- Event Planning	Event Planning Committee	Decide whether a "Call for Abstracts" will be utilized to select any event sessions. If so, <ul style="list-style-type: none"> <li>Select eligible parties, criteria, submission dates, and notification date for "Call for Abstracts".</li> </ul>
1- Event Planning	Event Planning Committee	Brainstorm ideas/speakers for possible event sessions.  Reference summary of previous event surveys for additional suggestions.
1- Event Planning	Event Planning Committee	Gather additional or background information on proposed sessions/speakers for event, if necessary.



## Standard Operating Procedures

		(Reference past event agendas to review what topics have already been covered and what topics should be covered.)
2- Facility/Hotel	Event Coordinator Administrator	Meet with facility (hotel) to discuss contract. Reserve facility (hotel) for selected dates.
2- Facility/Hotel	Event Coordinator Administrator	Review contract (propose changes, if necessary). Submit contract to appropriate parties (WMAO President and Treasurer) for authorization/signatures.
2- Facility/Hotel	Event Coordinator Administrator	Submit signed contract to facility (hotel) to secure agreement.  (Facility dates reserved upon receipt of signed contract.)



## Standard Operating Procedures

### Month Three

Task	Responsible Party	Assignment
1- Event Planning	Event Coordinator	Assign or perform any miscellaneous event coordination duties.
1- Event Planning	Event Coordinator	Organization/assignment of the event planning tasks.
1- Event Planning	Event Coordinator	Schedule committee meetings as needed.  WMAO Annual Fall Conference planning typically requires meeting every 4-6 weeks.
1- Event Planning	Event Coordinator	Prepare agendas for meetings and progress reports to WMAO Executive Board and Planning Committee.
1- Event Planning	Event Coordinator	Record minutes of all meetings and distribute to committee members via email or at next scheduled meeting.
1- Event Planning	Event Coordinator	Send meeting reminders during the week of next meeting to event planning committee. (Email is preferred method.)
1- Event Planning	Event Coordinator	Identify and assign event tasks to committee members.  (If possible, let committee members choose tasks they would like to perform before making assignments.)
1- Event Planning	Event Planning Committee	Publicize "Call for Abstracts" in various newsletters and on websites.
1- Event Planning	Event Planning Committee	Brainstorm ideas/speakers for possible event sessions.  Reference summary of previous event surveys for additional suggestions.
1- Event Planning	Event Planning Committee	Gather additional or background information on proposed sessions/speakers for event, if necessary.



## Standard Operating Procedures

		(Reference past event agendas to review what topics have already been covered and what topics should be covered.)
2- Facility/Hotel	Event Coordinator Administrator	Select menu for event.  Menu may include breakfast, morning/afternoon break refreshments, lunch, and any social engagement refreshments. (Event costs will be dependent on menu for meals and refreshments.)
4- Awards	Awards Committee Event Coordinator	Publicize “WMAO Awards” via WMAO newsletter, and WMAO website.  Require submission of award applications by specific date. (Allow Awards Committee sufficient time to select recipients and order awards.)



## Standard Operating Procedures

### Month Four

Task	Responsible Party	Assignment
1- Event Planning	Event Coordinator	Assign or perform any miscellaneous event coordination duties.
1- Event Planning	Event Coordinator	Organization/assignment of the event planning tasks.
1- Event Planning	Event Coordinator	Schedule committee meetings as needed.  WMAO Annual Fall Conference planning typically requires meeting every 4-6 weeks.
1- Event Planning	Event Coordinator	Prepare agendas for meetings and progress reports to WMAO Executive Board and Planning Committee.
1- Event Planning	Event Coordinator	Record minutes of all meetings and distribute to committee members via email or at next scheduled meeting.
1- Event Planning	Event Coordinator	Send meeting reminders during the week of next meeting to event planning committee. (Email is preferred method.)
1- Event Planning	Event Coordinator	Identify and assign event tasks to committee members.  (If possible, let committee members choose tasks they would like to perform before making assignments.)
1- Event Planning	Event Planning Committee	Review and select abstracts, then notify selected parties.
1- Event Planning	Event Planning Committee	Select format that best achieves purpose for event.  (Would concurrent sessions work well for the event participants? How many sessions will be necessary to achieve the desired outcome for the event? What type of sessions (case studies, panel discussions, workshops, etc...) would make the event most useful? Is the purpose of event educational, networking, organizational, or other? How should sessions be arranged?)



## Standard Operating Procedures

1- Event Planning	Event Planning Committee	<p>Generate proposed budget for event and submit to event planning committee for review and approval.</p> <p>Budget should also be submitted to WMAO Board for review and approval.</p>
1- Event Planning	Event Planning Committee	<p>Examine proposed costs for event and set registration fees accordingly.</p> <p>(Proposed costs can be estimated from previous event expenses. Most costs are derived from use of the event facilities, equipment rental, meals/refreshments, tables for exhibitors/sponsors, supplies, and any giveaways. (Printing costs may also be considered, if applicable.)) Registration fees should be economical for registrants, but must also be sufficient to cover event costs plus profit.</p>
1- Event Planning	Event Coordinator	<p>Draft proposed event agenda – utilizing proposed sessions/speakers and arrange in order that follows selected event format.</p> <p>(Keep listing of suggestions for event sessions or speakers not utilized for another year’s event.)</p>
1- Event Planning	Event Coordinator	<p>Contact speakers by phone to request participation, explain session topic, and provide details of event.</p>
6- Sponsors	Administrator	<p>Administrator and Event Planning Committee should brainstorm potential sponsors.</p> <p>Draft list of potential sponsors, obtain mailing addresses, and identify individual contacts.</p>
6- Sponsors	Administrator	<p>Contact and acquire sponsors.</p>
7- Exhibitors	Administrator	<p>Administrator and Event Planning Committee should brainstorm potential exhibitors.</p> <p>Draft list of potential exhibitors, obtain mailing addresses, and identify individual contacts.</p>
7- Exhibitors	Administrator	<p>Contact and acquire exhibitors.</p>





## Standard Operating Procedures

### Month Five

Task	Responsible Party	Assignment
1- Event Planning	Event Coordinator	Assign or perform any miscellaneous event coordination duties.
1- Event Planning	Event Coordinator	Organization/assignment of the event planning tasks.
1- Event Planning	Event Coordinator	Schedule committee meetings as needed.  WMAO Annual Fall Conference planning typically requires meeting every 4-6 weeks.
1- Event Planning	Event Coordinator	Prepare agendas for meetings and progress reports to WMAO Executive Board and Planning Committee.
1- Event Planning	Event Coordinator	Record minutes of all meetings and distribute to committee members via email or at next scheduled meeting.
1- Event Planning	Event Coordinator	Send meeting reminders during the week of next meeting to event planning committee. (Email is preferred method.)
1- Event Planning	Event Coordinator	Identify and assign event tasks to committee members.  (If possible, let committee members choose tasks they would like to perform before making assignments.)
1- Event Planning	Event Planning Committee	Contact speakers by phone to request participation, explain session topic, and provide details of event.
1- Event Planning	Event Planning Committee	Establish policies regarding reimbursements and payment of event fees. <ul style="list-style-type: none"> <li>• Reimbursement to individuals purchasing event supplies.</li> <li>• Reimbursement of event fees for those who register but do not attend.</li> <li>• Requiring payment from those who attend event but will not submit payment.</li> </ul>



## Standard Operating Procedures

1- Event Planning	Event Coordinator	<p>Draft proposed event agenda – utilizing proposed sessions/speakers and arrange in order that follows selected event format.</p> <p>(Keep listing of suggestions for event sessions or speakers not utilized for another year’s event.)</p>
3- Event Promotion	<p>Event Coordinator</p> <p>Administrator</p>	<p>Draft event brochure for committee review and approval.</p> <p>(WMAO Annual Fall Conference brochure should include agenda, summaries describing session content, WMAO membership information/application form, registration form, conference information (details of event, planning committee names, reference to organizations/agencies planning the conference, and accommodations information. Brochure could also include information on sponsoring (cost and benefits) or criteria for exhibiting.)</p>
3- Event Promotion	<p>Event Coordinator</p> <p>Administrator</p>	<p>Enable planning committee to review and propose changes to brochure.</p>
6- Sponsors	Administrator	<p>Administrator and Event Planning Committee should continue brainstorming potential sponsors.</p> <p>Obtain mailing addresses and identify individual contacts.</p>
6- Sponsors	Administrator	<p>Solicit financial support for event from companies or organizations interested or involved in water management by sending sponsorship letter and agreement via mail.</p> <p>(Letter should contain information regarding display space size and accommodations (tables, electricity, etc...)). Follow up with phone calls, if necessary.</p>
6- Sponsors	Administrator	<p>Retain sponsorship agreements for company information.</p>



## Standard Operating Procedures

### Month Six

Task	Responsible Party	Assignment
1- Event Planning	Event Coordinator	Assign or perform any miscellaneous event coordination duties.
1- Event Planning	Event Coordinator	Organization/assignment of the event planning tasks.
1- Event Planning	Event Coordinator	Schedule committee meetings as needed.  WMAO Annual Fall Conference planning typically requires meeting every 4-6 weeks.
1- Event Planning	Event Coordinator	Prepare agendas for meetings and progress reports to WMAO Executive Board and Planning Committee.
1- Event Planning	Event Coordinator	Record minutes of all meetings and distribute to committee members via email or at next scheduled meeting.
1- Event Planning	Event Coordinator	Send meeting reminders during the week of next meeting to event planning committee. (Email is preferred method.)
1- Event Planning	Event Coordinator	Identify and assign event tasks to committee members.  (If possible, let committee members choose tasks they would like to perform before making assignments.)
1- Event Planning	Event Planning Committee	Select and order any organizational promotion materials/giveaways.
1- Event Planning	Event Coordinator	Contact speakers by phone to request participation, explain session topic, and provide details of event.
1- Event Planning	Event Coordinator	Send letters confirming session content and time, general event information, as well as speaker needs forms to speakers.



## Standard Operating Procedures

		Require that speakers submit (1) Event PowerPoint presentation via email, CD or floppy disk, (2) speaker needs form, (3) presentation handouts, and (4) personal biography to event coordinator no later than three weeks prior to event.
1- Event Planning	Event Coordinator	Provide tools, materials, or information for committee members to perform event coordination tasks (i.e. database template for registration committee to utilize, etc...).
1- Event Planning	Event Coordinator	Designate an individual to manage audiovisual need and issues during the event.
1- Event Planning	Event Coordinator	Reserve any necessary equipment (laptop computers, printer, PowerPoint projectors, slide/overhead projectors, flip charts/easels, video cameras, extension cords, etc...) with the appropriate parties.
3- Event Promotion	Event Coordinator Administrator	Enable planning committee to review and propose changes to brochure.
3- Event Promotion	Event Coordinator Administrator	Finalize brochure.
3- Event Promotion	Event Coordinator Administrator	Submit finalized brochure to printer.
3- Event Promotion	Event Coordinator Administrator	Obtain any necessary database of contacts to send event brochure.
3- Event Promotion	Event Coordinator Administrator	Mail brochure to appropriate parties.  WMAO Annual Fall Conference brochure should be sent to all Water Management Association of Ohio (WMAO) members, government agencies/nonprofit organizations/private sector representatives interested/involved in water management, and any other interested parties.



## Standard Operating Procedures

3- Event Promotion	Event Coordinator Administrator	Send notice of event to various publications. Follow up as necessary.
3- Event Promotion	Event Coordinator Administrator	Post event information on WMAO and other websites. Information should be posted in .pdf downloadable format.
4- Awards	Awards Committee	Review awards applications and select recipients.
6- Sponsors	Administrator	Administrator and Event Planning Committee should continue brainstorming potential sponsors.  Obtain mailing addresses and identify individual contacts.
6- Sponsors	Administrator	Solicit financial support for event from companies or organizations interested or involved in field of water management by sending sponsorship letter and agreement via mail.  (Letter should contain information regarding display space size and accommodations (tables, electricity, etc...)) Follow up with phone calls, if necessary.
6- Sponsors	Administrator	Retain sponsorship agreements for company information.



## Standard Operating Procedures

### Month Seven

Task	Responsible Party	Assignment
1- Event Planning	Event Coordinator	Assign or perform any miscellaneous event coordination duties.
1- Event Planning	Event Coordinator	Organization/assignment of the event planning tasks.
1- Event Planning	Event Coordinator	Schedule committee meetings as needed.  WMAO Annual Fall Conference planning typically requires meeting every 4-6 weeks.
1- Event Planning	Event Coordinator	Prepare agendas for meetings and progress reports to WMAO Executive Board and Planning Committee.
1- Event Planning	Event Coordinator	Record minutes of all meetings and distribute to committee members via email or at next scheduled meeting.
1- Event Planning	Event Coordinator	Send meeting reminders during the week of next meeting to event planning committee. (Email is preferred method.)
1- Event Planning	Event Coordinator	Identify and assign event tasks to committee members.  (If possible, let committee members choose tasks they would like to perform before making assignments.)
1- Event Planning	Event Coordinator	Purchase/order necessary event supplies.
1- Event Planning	Event Coordinator	Generate surveys for event attendees to evaluate and comment on event. Surveys should be as specific as possible so as to gain useful information regarding event format and content.
1- Event Planning	Event Coordinator	Send email reminder to speakers regarding PowerPoint presentations, speaker needs form, presentation handouts, and personal biographies.  (This should be done approximately two weeks prior to due date.)



## Standard Operating Procedures

4- Awards	Awards Committee	Order/pick up awards.
4- Awards	Awards Committee	Submit WMAO awards information handouts with recipients' names and any other information to Event Coordinator for printing.
5- Registration	Administrator	Collect registration forms and payments for individuals registering for event.
5- Registration	Administrator	<p>Depending on payment type selected, email/mail confirmation notice or invoice, and enter all registrant information into database.</p> <ul style="list-style-type: none"> <li>• Stamp/write date on registration form upon receipt.</li> <li>• Photocopy and retain copy of payment received before sending funds to WMAO Treasurer for deposit.</li> <li>• Log information provided on registration forms into database.</li> </ul> <p><i>(Since information logged in database is used to generate invoices, confirmations, nametags, attendee rosters, and registration rosters, registration data must be thoroughly checked for accuracy and typographical errors. It may be helpful to have another individual who has not been involved in Registration process to check database for accuracy and typographical errors.)</i></p>
5- Registration	Administrator	Answer inquiries from registrants regarding registration as needed.
5- Registration	Administrator	Obtain completed W-9 Forms from WMAO and provide to registrants as needed.
6- Sponsors	Administrator	<p>Solicit financial support for event from companies or organizations interested or involved in field of water management by sending sponsorship letter and agreement via mail.</p> <p><i>(Letter should contain information regarding display space size and accommodations (tables, electricity, etc...))</i> Follow up with phone calls, if necessary.</p>
6- Sponsors	Administrator	Retain sponsorship agreements for company information.
6- Sponsors	Administrator	Ensure that sponsor registrant information is provided for inclusion in database.



## Standard Operating Procedures

6- Sponsors	Administrator	Acquire logos and display page from private sector representatives via electronic format for inclusion in event registration materials. Require submissions by date that is approximately three weeks prior to event so as to allow time for printing.
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## Standard Operating Procedures

### Month Eight

Task	Responsible Party	Assignment
1- Event Planning	Event Coordinator	Assign or perform any miscellaneous event coordination duties.
1- Event Planning	Event Coordinator	Organization/assignment of the event planning tasks.
1- Event Planning	Event Coordinator	Schedule committee meetings as needed.  WMAO Annual Fall Conference planning typically requires meeting every 4-6 weeks.
1- Event Planning	Event Coordinator	Prepare agendas for meetings and progress reports to WMAO Executive Board and Planning Committee.
1- Event Planning	Event Coordinator	Record minutes of all meetings and distribute to committee members via email or at next scheduled meeting.
1- Event Planning	Event Coordinator	Send meeting reminders during the week of next meeting to event planning committee. (Email is preferred method.)
1- Event Planning	Event Coordinator	Identify and assign event tasks to committee members.  (If possible, let committee members choose tasks they would like to perform before making assignments.)
5- Registration	Administrator	Collect registration forms and payments for individuals registering for event.
5- Registration	Administrator	Depending on payment type selected, email/mail confirmation notice or invoice, and enter all registrant information into database. <ul style="list-style-type: none"> <li>• Stamp/write date on registration form upon receipt.</li> <li>• Photocopy and retain copy of payment received before sending funds to WMAO. Treasurer for deposit.</li> <li>• Log information provided on registration forms into database.</li> </ul>



## Standard Operating Procedures

		<i>(Since information logged in database is used to generate invoices, confirmations, nametags, attendee rosters, and registration rosters, registration data must be thoroughly checked for accuracy and typographical errors. It may be helpful to have another individual who has not been involved in Registration process to check database for accuracy and typographical errors.)</i>
5- Registration	Administrator	Answer inquiries from registrants regarding registration as needed.
5- Registration	Administrator	Obtain completed W-9 Forms from WMAO and provide to registrants as needed.
6- Sponsors	Administrator	Solicit financial support for event from companies or organizations interested or involved in field of water management by sending sponsorship letter and agreement via mail.  (Letter should contain information regarding display space size and accommodations (tables, electricity, etc...)) Follow up with phone calls, if necessary.
6- Sponsors	Administrator	Retain sponsorship agreements for company information.



## Standard Operating Procedures

6- Sponsors	Administrator	Ensure that sponsor registrant information is provided for inclusion in database.
6- Sponsors	Administrator	Acquire logos and display page from private sector representatives via electronic format for inclusion in event registration materials. Require submissions by date that is approximately three weeks prior to event so as to allow time for printing.
7- Exhibitors	Administrator	Send event information (brochure, information on attendees, speakers, sponsors, set up/tear down times, and facilities layout) to potential exhibitors via mail/email. Follow up with phone calls, if necessary.
7- Exhibitors	Administrator	Confirm exhibitor and contact information.
7- Exhibitors	Administrator	Ensure that any representatives from nonprofit organizations/partnering government agencies exhibiting at event information are provided for inclusion in the database.



## Standard Operating Procedures

### Month Nine

Task	Responsible Party	Assignment
1- Event Planning	Event Coordinator	Assign or perform any miscellaneous event coordination duties.
1- Event Planning	Event Coordinator	Organization/assignment of the event planning tasks.
1- Event Planning	Event Coordinator	Schedule committee meetings as needed.  WMAO Annual Fall Conference planning typically requires meeting every 4-6 weeks.
1- Event Planning	Event Coordinator	Prepare agendas for meetings and progress reports to WMAO Executive Board and Planning Committee.
1- Event Planning	Event Coordinator	Record minutes of all meetings and distribute to committee members via email or at next scheduled meeting.
1- Event Planning	Event Coordinator	Send meeting reminders during the week of next meeting to event planning committee. (Email is preferred method.)
1- Event Planning	Event Coordinator	Identify and assign event tasks to committee members.  (If possible, let committee members choose tasks they would like to perform before making assignments.)
1- Event Planning	Event Coordinator	Call speakers who have not submitted event materials to acquire necessary information.
1- Event Planning	Event Coordinator	Organize and revise any materials to be included in the event registration folder prior to submission to printer.
1- Event Planning	Event Coordinator	Submit all event registration folder materials (agenda, session summaries, sponsor information, "Abstracts", event presentation handouts, biographies, registrant roster, and surveys) to printer no later than three weeks prior to event.



## Standard Operating Procedures

		(Allocate at least 10 business days for printing. More time may be necessary if a private vendor will be conducting printing for the event.)
1- Event Planning	Event Coordinator	Generate event schedule including speaker background information to provide to Moderator.  This should also be accompanied by instructions to moderate sessions.
1- Event Planning	Event Coordinator	Acquire Moderators to announce sessions, introduce speakers, tell speaker's background, assist with audio-visual difficulties, and keep schedule on time.
1- Event Planning	Event Coordinator	Count then submit number of each day's event registrants to facility (hotel) for food preparation at end of week prior to event.
1- Event Planning	Event Coordinator	Print any necessary signs (sponsor "Thank you" sign, Exhibits room sponsor/exhibitor location signs, and registration table signs).
1- Event Planning	Event Coordinator	Save event presentations on CDs to use in sessions.
1- Event Planning	Event Coordinator	Provide speaking points and devise list of any appropriate announcements (i.e. important upcoming events, next WMAO Conference date, additional training opportunities, etc...).



## Standard Operating Procedures

2- Facility/Hotel	Event Coordinator  Administrator	<p>At least two weeks prior to event meet with event facility to finalize event arrangements.</p> <p>(Event Coordinator should obtain “set-up” needs from committee members conducting assigned tasks (i.e. Registration, Sponsors/Exhibitors, etc...)) Specify event needs, such as:</p> <ul style="list-style-type: none"> <li>• set-up and tear-down times</li> <li>• display/breakout room tables</li> <li>• Event room set-up for general and break out sessions</li> <li>• exhibit room set-up</li> <li>• registration desk location and set-up (house phone, etc...)</li> <li>• equipment needs (screens, microphones, podiums)</li> <li>• storage space required</li> <li>• menu</li> <li>• approximate number of registrants.</li> </ul>
4- Awards	Event Coordinator	Provide WMAO awards information handouts with recipients’ names at event.
5- Registration	Administrator	Collect registration forms and payments for individuals registering for event.
5- Registration	Administrator	<p>Depending on payment type selected, email/mail confirmation notice or invoice, and enter all registrant information into database.</p> <ul style="list-style-type: none"> <li>• Stamp/write date on registration form upon receipt.</li> <li>• Photocopy and retain copy of payment received before sending funds to WMAO Treasurer for deposit.</li> <li>• Log information provided on registration forms into database.</li> </ul> <p><i>(Since information logged in database is used to generate invoices, confirmations, nametags, attendee rosters, and registration rosters, registration data must be thoroughly checked for accuracy and typographical errors. It may be helpful to have another individual who has not been involved in Registration process to check database for accuracy and typographical errors.)</i></p>
5- Registration	Administrator	Answer inquiries from registrants regarding registration as needed.
5- Registration	Administrator	Obtain completed W-9 Forms from WMAO and provide to registrants as needed.



## Standard Operating Procedures

1- Event Planning <i>(Week Prior)</i>	Event Coordinator	Retrieve and test all equipment borrowed for event.
5- Registration <i>(Week Prior)</i>	Administrator	Print nametags for event registrants as well as event roster for registration table.
1- Event Planning <i>(Day Prior)</i>	Event Planning Committee	Set up event on day prior.
8- Event Set-Up <i>(Day Prior)</i>	Administrator	Transfer event registration folders, publications, displays, and other miscellaneous materials to facility (hotel).
8- Event Set-Up <i>(Day Prior)</i>	Administrator	Arrange tables in Exhibits room, assign spaces for confirmed sponsors/exhibitors, set up displays, arrange registration table, store supplies as needed, and ensure facility equipment is set up.



## Standard Operating Procedures

8- Event Set-Up <i>(Day Prior)</i>	Event Coordinator and Administrator	Monitor facility (hotel) to assist sponsors/exhibitors with event set up.
5- Registration <i>(At Event)</i>	Administrator	Staff event registration table to collect payments at event and update database so that financial records are accurate and verifiable.
9- Event <i>(At Event)</i>	Audio-Visual Coordinator	Set up audio-visual equipment and provide any other necessary supplies (easels, flip chart, markers, laser pointers, and extra batteries) in event rooms.
9- Event <i>(At Event)</i>	Event Coordinator	Coordinate with facility/hotel that all rooms are set up according to agreement (screens, microphones, podiums, food, tables. etc...).
9- Event <i>(At Event)</i>	Event Coordinator	Ensure that speakers are checked in and prepared for event sessions.
9- Event <i>(End of Event)</i>	Event Coordinator	Gather and return remaining equipment and materials from event.





## Standard Operating Procedures

### Month Ten

Task	Responsible Party	When	Assignment
10- Post Event Activities	Event Coordinator	Day after Event	Check equipment to ensure that all components are accounted for and working. Return all equipment to the appropriate parties.
10- Post Event Activities	Awards Coordinator	Day after Event	Ship awards to any recipients not present at event.
10- Post Event Activities	Event Coordinator	Day after Event	Store remaining event materials.
10- Post Event Activities	Event Coordinator	Week after Event	Draft and send "thank you" letters to speakers, and any other appropriate parties for their participation in/support of event.
6- Sponsors 10- Post Event Activities	Sponsorship Coordinator	Week after Event	Draft and send "thank you" letters to sponsors for their participation in and support of event.
7- Exhibitors 10- Post Event Activities	Exhibitor Coordinator	Week after Event	Draft and send "thank you" letters to exhibitors for their participation in the event.
10- Post Event Activities	Event Coordinator	Week after Event	Review and compile responses from surveys. Generate report of comments and findings for Event Committee and WMAO Executive Board.
10- Post Event Activities	Event Coordinator	Week after Event	Submit any receipts required to be filed or for reimbursement to appropriate parties.



## Standard Operating Procedures

10- Post Event Activities	Event Coordinator	Month after Event	Review bill from event facility and any business conducted in conjunction with event (i.e. purchases such as awards, promotional items, or miscellaneous fees). Submit bills to WMAO treasurer for payment. Retain all invoices and receipts for submission.
10- Post Event Activities	Registration Coordinator	Month after Event	Ensure that all event attendees have paid event fees.
10- Post Event Activities	Event Coordinator	Month after Event	Draft article summarizing event in The Water Table and other appropriate publications.

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*This policy is adopted in accordance with the Water Management Association of Ohio (WMAO) Code of Regulations by affirmative vote of the WMAO Board of Directors.*

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WMAO President

Date: \_\_\_\_\_