

# CHRISTIAN HERITAGE CONFERENCE PROGRAM TASKS

## INFORMATION TO BE GATHERED

- Select Main Photo – PUB
  - This is usually the same as the main photo of the brochure
- Select Board Family Photos – PUB
- Select Misc. photos – PUB
  - To be used as filler in empty spaces
- Select Keynote/Featured Speaker photos – PUB
  - PUB should have these on file from work with the brochure.
- Send Speaker Bios to PUB – CON
  - Keynotes
  - Featured
  - Workshops
- Send info about the General Sessions to PUB – CON
  - Speakers
  - Title
  - Times
  - Overviews
- Send info about the Workshops to PUB – CON
  - Speakers
  - Titles
  - Times
  - Overviews
  - Locations
  - Room hosts
- Send info about the Vendor Workshops to PUB – VEN
  - Speakers
  - Titles
  - Times
  - Overviews
  - Locations
- Send list of Vendors to PUB – VEN
  - To include email addresses
  - Phone numbers
  - Assigned booth number
- Send Vendor Hall Map to PUB – VEN
  - To include booth numbers
- Send info about the Roundtable Discussion to PUB – CON
  - Speakers
  - Topics
  - Times
  - Location
- Send info about the Support Group Sessions to PUB – CON
  - Speakers
  - Titles
  - Times
  - Location

## **CHRISTIAN HERITAGE CONFERENCE PROGRAM TASKS** (continued):

- Send Conference Venue Map to PUB - CONF
- Send the Vendor Hall Hours to PUB - CON
- Send CD numbers of each General Session/Workshops to PUB and CDRD – CON
- Send info about CD/DVD sales to PUB – CDRD
  - Prices
  - Order and pickup deadline
- Send info about Advertisements to PUB - ???
- Send info about 2011 conference to PUB – CON
  - Main speaker
  - Dates
  - Location

### **DESIGN**

- Format all copy in Word Doc in basic conference program layout - PUB
- Send copy to GD - PUB
- Send proof of PDF to PUB - GD
- Proof PDF version from GD – PUB
  - Edit carefully both text and layout
- Forward proofs to President - PUB
- Submit all changes to GD – PUB
- Repeat process with new proofs until all information and layout is satisfactory

### **PRINTING**

- Select printer - PUB
- Send final proof to printer – GD
- Determine number of programs to be printed – PUB
  - Confer with REG
- Coordinate with printer delivery of programs to CH conference venue - PUB