

2020 Event- Proposed Draft Program

Key Milestones

- **Determine Audience**
- **Establish Preliminary Program**
- **Contact Speakers**
- **Confirm Speakers**
- **Send out save the date Postcards & emails**
- **Finalize Program**
- **Identify Co-Sponsors**
- **Confirm Co-Sponsors**
- **Identify Food Providers**
- **Identify Printing Providers**
- **Flyers completed an distributed**

Random Thoughts

Flash drives in lieu of printed material

Save the Date Postcards

Flyers

Event Sponsors