Focus Areas:	
Internal Communication and Planning	
External Communication & Community Outreach	
Event Venue & Logistics	**DETAILED CONFERENCE CHECKLIST**
Event Content (Speakers & Trainers)	
Event Sponsors	
Event Finance	
Bold- Deadline, Required Action Item	

☑	Item No.	Area	WHEN actions/tasks should be completed (recommended deadlines)	WHAT actions/tasks need to be done	HOW to complete - guidelines, related documents & templates	WHO do I work with on this or contact if I have questions?
	101	**Internal Comm & Planning**	**12 mos. before event** *(as early as possible in planning process)*	**Put together a local volunteer team & select chair**		
	102	**Internal Comm & Planning**	**12 mos. before event** *(as early as possible in planning process)*	**Enter event into OEMS & get approval from GCC**	**https://ocms.owasp.org/**	
	103	Venue & Logistics	12 mos. before event (as early as possible in planning process)	Start looking at possible venues (including dates of availability and pricing)		
	104	Internal Comm & Planning	12 mos. before event *(as early as possible in planning process)*	Work with OWASP staff to determine needs for event website, graphics, marketing, and PR		
	105	Internal Comm & Planning	12 mos. before event *(as early as possible in planning process)*	Draft event communications plan & delgate responsibilities		
	106	Sponsors	12 mos. before event *(as early as possible in planning process)*	Put together event sponsorship pricing & packages		
	107	**Finance**	**12 mos. before event** *(as early as possible in planning process)*	**Submit event budget with costs & income to GCC and Staff for review**		
	108	**Finance**	**12 mos. before event** *(as early as possible in planning process)*	**Discuss with OWASP Staff any possible issues with making and receiving payments in local currency**		

109	Internal Comm & Planning	Ongoing - starting 9 or 10 mos. before event	Hold periodic (weekly or bi-monthly) volunteer planning meetings to discuss logistics, outreach, content (speakers/trainers), and other planning needs.		
110	Internal Comm & Planning	Ongoing - starting 9 or 10 mos. before event	Member of the local planning team (chair or other) attend monthly Global Conference Committee call, providing status updates on logistics, content and budget. Includes post event wrap-up.		
111	Internal Comm & Planning	Ongoing - starting 9 or 10 mos. before event	Local planning chair(s) hold weekly or bi-monthly call with SB (OWASP Staff) to communicate about conference updates and coordinate action items before and after event.		
112	External Comm & Outreach	Start drafting 9-10 mos. before event, going "live" by 9 mo. before event	Launch event website		
113	Venue & Logistics	9-10 mos. before event	Negotiate venue: time, rooms, food, min spend		
114	External Comm & Outreach	9-10 mos. before event	Set up (tranfer) social media accounts		
115	External Comm & Outreach	9-10 mos. before event	Contact other infosec groups (ISACA, ISSA, ISC2) about co-marketing agreements		
116	External Comm & Outreach	9-10 mos. before event	Contact educational institutions, government & industry for support/patronage		
117	External Comm & Outreach	Ongoing - starting 9 or 10 mos. before event	Implement event communications plan: including press releases, announcements regarding speakers, trainers, and sponsors. Coordinate social media postings and updates to event website		
118	Sponsors	Ongoing - starting 9 or 10 mos. before event *(sponsors should be finalized by 1 mo. before event)*	OBTAIN SPONSORSHIP: Work with OWASP Staff to solicit event sponsorships & establish central place to track communication with sponsors. As sponsors commit, collect graphics for website and other conference materials. Update sponsorship document based on availability (ie. number of gold sponsorships remaining)		
119	Finance	Ongoing - starting 9 or 10 mos. before event	Provide monthly budget updates to OWASP Staff and GCC, per budgeting guidelines. Should include itemized projections/actuals on expenses and income		

120	Finance	Ongoing - starting 9 or 10 mos. before event	Send all invoices, receipts for reimbursement, payment schedules, and other financial paperwork to Alison for processing		
121	Content	9 mos. before event	Solicit Keynote Speakers		
122	**Venue & Logistics**	**9 mos. before event**	**DEADLINE: Send venue contract to OWASP Staff for signature**		
123	Content	6 mos. before event	Finalize Keynote Speakers		
124	Venue & Logistics	6 mos. before event	Check-in with venue to confirm details		
125	**Content**	**6 mos. before event**	**Launch Call for Trainers - CFT**		
126	**Content**	**6 mos. before event**	**Launch Call for Speakers / Papers- CFP**		
127	Content	6 mos. before event	Launch Call for talks (projects) for OWASP Track		
128	External Comm & Outreach	4-6 mos. before event (coordinate as part of communications plan)	Announce Keynote speakers		
129	Venue & Logistics	4-6 mos. before event *(or earlier)*	Find hotel room block(s)		
130	Content	4-6 mos. before event *(or earlier)*	Start planning other conference events : CTF, committee workshops, OSS, University Challenge, social events, etc		
131	**External Comm & Outreach**	**3-4 mos. before event, DEADLINE 90 days before event**	**DEADLINE: Launch Event Registration Site**	cvent	
132	Venue & Logistics	3-4 mos. before event *(or earlier)*	Find vendors (if needed) for AV, internet, merch, equip, translation, and social events		
133	Content	3-4 mos. before event	Select (at least 1st round) of speakers & trainers. Notify speakers & trainers of status, send & collect paperwork		
134	Internal Comm & Planning	2 mos/60 days before event	Call for on-site volunteers - confirm availability of volunteers who have already committeed, solicit more volunteers if needed		
135	**Content**	**DEADLINE: 2 mos/60 days before event**	**DEADLINE CFP/CFT - make final selections, notify speakers & trainers of whether accepted or not, send and collect paperwork**		
136	Venue & Logistics	6 wks before event	Order event-specific merch (tshirts, bags, pens, etc)		

137	Venue & Logistics	6 wks before event	Review hotel room block: compare to VIP list, determine availability		
138	Content	6 wks before event	Ensure all speakers confirmed & send details		
139	Content	6 wks before event	Send weekly reports to trainers with number of students registered		
140	Sponsors	6 wks before event	Send out sponsor info kit - shipping address & event info		
141	Venue & Logistics	4 wks before event	Coordinate shipment of standard OWASP merch, banners, & equiment		
142	Venue & Logistics	4 wks before event	Confirm AV & network needs w/ venue (or provider)		
143	**Content**	**3 wks before event**	**DEADLINE: Finalize conference schedule and send to printer**		
144	Sponsors	3-4 wks before event	Confirm details and registration with sponsors		
145	Venue & Logistics	1-2 wks before event	Provide final food counts & special dietary needs to venue		
146	Venue & Logistics	1-2 wks before event	Order signage & schedules		
147	Venue & Logistics	1-2 wks before event	Merch, supplies, & equipment shipped		
148	Venue & Logistics	1-2 wks before event	Conference programs shipped		
149	Sponsors	1-2 wks before event	Sponsors to ship inserts/ brochures for attendee bags, booth supplies		
150	Venue & Logistics	1-2 days before event	Confirm details with venue & onsite walk-through		
151	Venue & Logistics	1-2 days before event	Print name badges & Set up registration area		
152	Internal Comm & Planning	1-2 days before event	Meet with volunteers to go through timeline & responsibilities		
153	Venue & Logistics	1-2 days before event	Attendee bags - stuff w/ sponsor materials, program, etc		
154	Content	1-2 days before event and during event as needed	Collect and review speaker slides		

155	Internal Comm & Planning	During Event	Monitor daily activities: ensure trainers & speakers show up & know where to go, AV /network is up & running, food and coffee breaks are on time		
156	External Comm & Outreach	During Event	Collect training & talk feedback		
157	Internal Comm & Planning	During Event	Monitor video collection of conference talks, dump SD cards as needed		
158	Internal Comm & Planning	During Event	Ensure registration & info booth is staffed at all times		
159	Internal Comm & Planning	During or after Event	Hold thank you event for volunteers/staff		
160	Sponsors	Before, during, and after Event	Circulate vendor/booth area for questions before (set up), during, and after (tear down) event. Provide return shipment instructions.		
161	Content	To be completed by 1 week after event	Collect remaining speaker slides		
162	Venue & Logistics	To be completed by 1 week after event	Mail event video for production		
163	External Comm & Outreach	To be completed by 1 week after event	Send post-event survey to attendees		
164	**Finance**	**To be completed by 1 week after event**	**Collect invoices and sign-in sheets from trainers**		
165	Sponsors	As soon as possible after event, no later than 1 month after event	Send thank you notes to sponsors and solicit event feedback		
166	**Finance**	**As soon as possible after event, completed by 2 months after event**	**Work with OWASP Staff to finalize all incoming & outgoing payments**		
167	Content	As soon as possible after event, completed by 3 months after event	Post conference slides video to website & email attendees to let them know that video and slides are available		

	168	External Comm & Outreach	1 month after event	Send feedback to trainers & speakers		
	169	External Comm & Outreach	As soon as possible after event, no later than 1 month after event	Send thank you notes to keynotes & speakers		
	170	**Finance**	**As soon as possible after event, no later than 1 month after event**	**Finalize payment to trainers**		
	171	Internal Comm & Planning	To be completed by 3 months after event	Transition social media accounts to next year's team		
	172	Internal Comm & Planning	To be completed by 3 months after event	Compile conference lessons learned & notes for next year's team		
	173	Sponsors	To be completed by 3 months after event	Share sponsor feedback with next year's event team		