

AITP 2008 National Collegiate Conference March 27 - 29, 2008 – Memphis, Tennessee Sponsor/Exhibitor Check List

(as of March 4, 2008)

This list was created to help both YOU (our event sponsors and exhibitors) and me, the conference meeting planner, make sure that all the details have been provided, delivered and understood so as to not let any detail, let alone any opportunities, fall through the cracks.

#	Key Date	Done?	Item Description
1	ASAP		Provide logo for conference signage and websites
2	ASAP		Sponsor Agreement Form Submission (sponsors only)
3	ASAP		Exhibitor Agreement Form Submission (only if exhibiting)
4	ASAP		Provide the # of open IT positions that you are looking to fill
5	ASAP		Email blitz your college/university contacts mentioning that your organization will be recruiting at the 2008 AITP National Collegiate Conference March 29-31, 2008 and you encourage them to attend!
6	3/05/2008		Make Hotel Reservations at \$129/night before room block cutoff
7	3/17/2008		Provide the Names of the individuals staffing the exhibit booth on Friday only, Saturday only or both Friday and Saturday
8	3/17/2008		Fri 3/28 5:30-7:30pm VIP Reception Guest List
9	3/17/2008		Sat 3/29 6-9pm Banquet Guest List (Sponsors only)
10	3/17/2008		Submit 8.5"x11" flyer for Attendee Program Guide
11	3/26/2008		All "attendee goody bag stuffer item" delivered to Memphis
12	3/26/2008		All exhibit booth & materials delivered to Memphis Peabody hotel for delivery to your booth Thursday night (3/27/2008)
13	3/27/2008		Provide any door prizes with a sticker indicating the source of the contribution and what the item is (if not obvious naturally)
14	3/27/2008		Confirm attendees for all functions when you check in at the conference registration desk
15	3/28/2008		Booth Setup (7am+) and exhibiting 7am-4pm
16	3/29/2008		VIP Reception at the Peabody Hotel Rooftop Lounge (invitation will be provided at the registration desk when you check-in)
17	3/29/2008		Exhibiting 9am-noon, Pack-up/Move-Out starting at noon
18	3/29/2008		Awards Banquet 6-9pm VIP Seating (Sponsors Only)

Shipping of Materials: *Please schedule all materials to arrive March 25-26, 2008!

SHIP TO: **Peabody Hotel**
AITP Conference: Attn: Kevin Jetton
149 Union Avenue
Memphis, TN 38103

Additional Information: <http://www.aitp.org/ncc>

Sincerely,
Kevin Jetton

Kevin Jetton, AITP National Collegiate Conference Director
210-275-2062 (cell # and available onsite!) kjetton@satx.rr.com