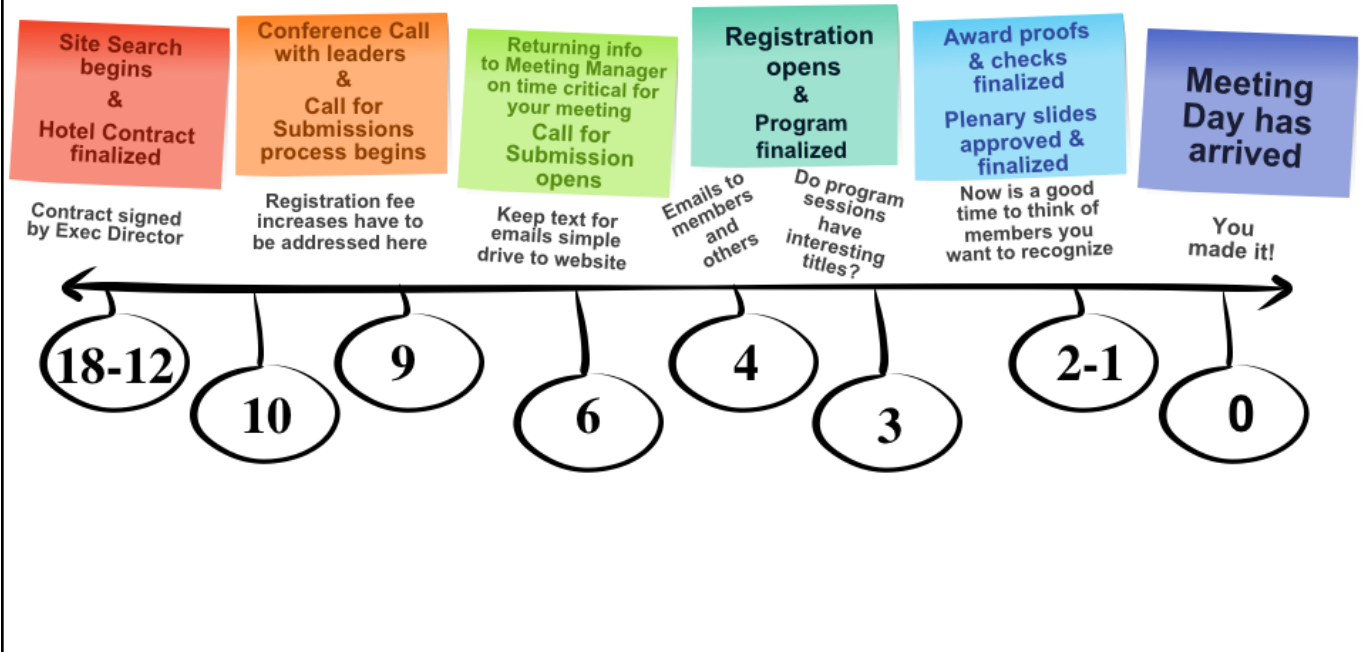


## Section Meeting Timeline in months out from your meeting



- **18 -12 months out** - Counter signed contract, deposit schedule/checks requested/key dates recorded in MM calendar
  - Event added to website
- **10 months out** - Call for Submission message should be short. Direct members to website.
- **9 months out** - Conference Call with Leaders scheduled
  - Program production dates confirmed
- **6 months out** - Reg form, DC & Workshop details, Preliminary program & email approvals
- **4 months out** - Are there other areas where your meeting can be marketed?
  - Registration is open!
- **3 months out** - Titles should be informative & make a member want to attend
- **1 month out** - President receives meeting information from Shauna
- **2 weeks out** – Pre-registration closes