

# SAMPLE

## ▶ CHAPTER TIMELINE

CATEGORY	TASK	RESPONSIBLE	START	COMPLETE
CHAPTER	Request to host convention	Chapter	Anytime	N/A
CHAPTER	Select Chapter Convention Committee Co-Chairs (CC)	Chapter	48 months	36 months
CHAPTER	Form a Chapter Convention Committee (CCC)	Chapter	42 months	24 months
CHAPTER	Select and submit a convention theme to ACI Event Services	Chapter	40 months	36 months
CHAPTER	Submit 36-month report to Event Services	Chapter	37 months	37 months
CHAPTER	Work with ACI to create logo	Chapter and Event Services	36 months	31 months
CHAPTER	Create and submit convention logo	Chapter	36 months	30 months
FINANCE	Prepare a preliminary budget	Chapter—Finance	36 months	30 months
FUNDRAISING (Chapter-Funded Only)	Set sponsorship levels and benefits	Chapter—Fundraising	36 months	24 months
FUNDRAISING (Chapter-Funded Only)	Make initial solicitations for sponsorships and donations	Chapter—Fundraising	36 months	18 months
FUNDRAISING (Chapter-Funded Only)	Request Sustaining Member contact list from Event Services	Chapter—Fundraising	36 months	12 months
CHAPTER	Submit 30-month report to Event Services	Chapter	31 months	31 months
CHAPTER	Submit 24-month report to Event Services	Chapter	25 months	25 months
CHAPTER	CCC attend convention	Chapter CC	24 months	24 months
EXHIBITS	Set table/booth prices	Chapter—Exhibits	24 months	24 months
EXHIBITS	Create and send letter/application for exhibiting sponsors	Chapter—Exhibits	24 months	12 months
EXHIBITS	Obtain master exhibitor list from Event Services	Chapter—Exhibits	24 months	6 months
EXHIBITS	Sell exhibit space after space has been allocated by Event Services	Chapter—Exhibits	24 months	1 month
EXHIBITS	Send completed exhibitor applications to Event Services	Chapter—Exhibits	24 months	1 week
FUNDRAISING (Chapter-Funded Only)	Request Chapter President and Secretary list from Event Services	Chapter—Fundraising	24 months	12 months
FUNDRAISING (Chapter-Funded Only)	Follow-up on sponsorships/solicitations (phone calls, personal visits, etc.)	Chapter—Fundraising	24 months	6 months
SOCIAL (Chapter-Funded Only)	Decide to hold the Concrete Mixer on or off property	Chapter—Mixer	24 months	24 months
SOCIAL (Chapter-Funded Only)	Select and submit a Concrete Mixer theme to Event Services	Chapter—Social	24 months	18 months
SOCIAL (Chapter-Funded Only)	Send contracts for Concrete Mixer to Event Services for review	Chapter—Social	24 months	12 months
TECHNICAL	Submit preliminary approval form for local technical session	Chapter—Technical	24 months	18 months

CATEGORY	TASK	RESPONSIBLE	START	COMPLETE
SOCIAL (Chapter-Funded Only)	Contract off-property venues for Concrete Mixer if necessary	Chapter	24 months	18 months
CHAPTER	Submit 18-month report to Event Services	Chapter	19 months	19 months
CHAPTER	CCC attend convention	Chapter	18 months	18 months
FUNDRAISING (Chapter-Funded Only)	Send thank-you letters to sponsors and exhibitors	Chapter—Fundraising	18 months	1 month following
STUDENT	Select Student Liaison Chair	Chapter—Student	18 months	18 months
STUDENT	Form a local Student Committee	Chapter—Student	18 months	12 months
SOCIAL (Chapter-Funded Only)	Make preliminary arrangements for Concrete Mixer with Convention Services Manager at venue	Chapter—Social	18 months	6 months
CHAPTER	Submit 12-month report to Event Services	Chapter	13 months	13 months
CHAPTER	CCC attends convention	Chapter	12 months	12 months
TECHNICAL	Co-Chairs or Technical/Contractors Chair to attend Hot Topic Committee meeting	Chapter	12 months	12 months
FINANCE	Update Event Services on financial status	Chapter—Finance	12 months	12 months
GUEST	Prepare and submit preliminary Guest Program Tours to Event Services	Chapter—Guest	12 months	12 months
GUEST	Select a tour company	Chapter—Guest	12 months	12 months
GUEST	Send copy of tour company contract to Event Services for review	Chapter—Guest	12 months	10 months
GUEST	Set guest tour fees	Chapter—Guest and Event Services	12 months	7 months
PUBLICITY	Create a promotional brochure to distribute at convention prior	Chapter—Publicity	12 months	9 months
PUBLICITY	Send DRAFT chapter promotional brochure including tours, Mixer, etc. to Event Services	Chapter—Publicity	12 months	8 months
PUBLICITY	Select and order promotional items for next convention	Chapter—Publicity	12 months	5 months
SOCIAL (Chapter-Funded Only)	Decide to host a reception for sponsors/donors	Chapter—Fundraising and Social	12 months	12 months
SOCIAL (Chapter-Funded Only)	Consider VIP reception/honorary dinner or ticketed event	Chapter—Social	12 months	12 months
SOCIAL (Chapter-Funded Only)	Coordinate VIP reception/honorary dinner/ticketed event with Event Services	Chapter—Social	12 months	12 months
SOCIAL (Chapter-Funded Only)	Determine ticket price for honorary reception/dinner	Chapter—Social	12 months	9 months
SOCIAL (Chapter-Funded Only)	Determine menu for Concrete Mixer	Chapter—Social	12 months	6 months
SOCIAL Chapter-Funded Only)	Obtain insurance certificate for Concrete Mixer (if off property)	Chapter—Social	12 months	6 months
SOCIAL (Chapter-Funded Only)	Select transportation provider for Mixer (if off property)	Chapter—Social	12 months	6 months

CATEGORY	TASK	RESPONSIBLE	START	COMPLETE
SOCIAL (Chapter-Funded Only)	Send contract for transportation to Event Services for review	Chapter—Social	12 months	6 months
STUDENT	Student Chair attends and gives update at S801 meeting	Chapter—Student	12 months	12 months
STUDENT	Contact S801 to coordinate student competition	Chapter—Student	12 months	12 months
STUDENT	Contact local universities to invite participation in student activities	Chapter—Student	12 months	12 months
TECHNICAL	Submit final session approval form for technical session(s)	Chapter—Technical	12 months	12 months
TECHNICAL	Receive final approval for technical session(s)	Chapter—Technical	12 months	6 months
TECHNICAL	Co-moderators to take online Session Moderator Training	Chapter—Technical	12 months	6 months
CHAPTER	Submit chapter material to be included in Preview, Program Book, etc.	Chapter	9 months	7 months
PUBLICITY	Obtain promotional items for convention	Chapter—Publicity	9 months	2 months
SOCIAL (Chapter-Funded Only)	Determine if having background entertainment at Mixer	Chapter—Social	9 months	9 months
SOCIAL (Chapter-Funded Only)	Determine menu and set up for VIP reception/honorary dinner/ticketed event	Chapter—Social	9 months	6 months
STUDENT	Obtain a speaker for the Student Awards Program (Monday)	Chapter—Student	9 months	7 months
PUBLICITY	Print promotional brochure to be handed out convention prior	Chapter—Publicity	8 months	6 months
CHAPTER	Proof convention Preview sections pertinent to chapter	Chapter	7 months	7 months
PUBLICITY	Obtain local literature for distribution at convention prior and convention	Chapter—Publicity	7 months	1 month
CHAPTER	CCC attends convention	Chapter	6 months	6 months
EXHIBITING SPONSORS	Provide list of exhibiting sponsors with booth #, name, contact, address, phone, fax, email to Event Services	Chapter	6 months	3 weeks
FINANCE	Update Event Services on financial status	Chapter—Finance	6 months	6 months
GUEST	Submit final guest program to Event Services	Chapter—Guest	6 months	6 months
VOLUNTEERS	Obtain volunteers to attend guest tours	Chapter—Guest	6 months	1 month
PUBLICITY	Promote your convention at convention prior	Chapter	6 months	6 months
SOCIAL (Chapter-Funded Only)	Determine menu for Opening Reception	Chapter—Social	6 months	2 months
STUDENT	Inform Event Services of Student Awards Program speaker name/ contact info	Chapter—Student	6 months	6 months
CHAPTER	Meet with local chapter	Convention Manager and Chapter CC	6 months	6 months

CATEGORY	TASK	RESPONSIBLE	START	COMPLETE
CHAPTER	Determine who will stay in suite	Chapter—Chair	6 months	6 months
FUNDRAISING (Chapter-Funded Only)	Provide Event Services with list of sponsors by category with contact information	Chapter—Fundraising	6 months	1 month
FUNDRAISING (Chapter-Funded Only)	Make personal phone calls to solicit sponsorship/donations	Chapter—Fundraising	3 months	1 month
FUNDRAISING (Chapter-Funded Only)	Submit sponsor and exhibiting sponsor updates to Event Services	Chapter—Fundraising	3 months	1 month
VOLUNTEERS	Recruit volunteers to assist during convention	Event Services, Chapter, Members	3 months	1 month
STUDENT	Obtain and confirm judges for student competition	Chapter—Student	3 months	1 month
CHAPTER	Proof Program Book pertinent pages	Chapter	2 months	2 months
GUEST	Obtain tour registration numbers weekly from Event Services	Event Services	2 months	1 week
TECHNICAL	Reconfirm speakers	Chapter—Technical	2 months	1 month
CHAPTER	Meet with chapter during final site visit	Chapter and Event Services	2 months	6 weeks
GUEST	Proof final printed guest program	Chapter—Guest	1 month	1 month
GUEST	Verify arrangements for guest tours	Chapter—Guest	1 month	1 month
VOLUNTEERS	Arrange for volunteers at convention chapter desk	Chapter	1 month	2 weeks
VOLUNTEERS	Reconfirm volunteer shifts and responsibilities	Chapter—Guest	1 month	1 week
GUEST	Hold a pre-convention meeting with tour company	Chapter and Convention Manager	1 week	1 week
SOCIAL (Chapter-Funded Only)	Hold a pre-convention meeting with venue for Mixer (if off property)	Chapter—Social	1 week	1 week
CHAPTER	Staff hospitality desk, guest hospitality, and other areas as needed	Chapter	Convention	Convention
CHAPTER	Host appreciation reception for sponsors—OPTIONAL	Chapter—Social and Fundraising	Convention	Convention
PUBLICITY	Ensure local literature is set at chapter desk	Chapter—Publicity	Convention	Convention
VOLUNTEERS	Provide two or more volunteers to assist with Student Competition	Chapter—Student	Convention	Convention
EXHIBITS	Send thank-you letters to exhibitors and sponsors	Chapter—Exhibits	1 week following	1 month following
CHAPTER	Prepare a final report for Event Services	Chapter	2 months prior to convention following	Convention following
CHAPTER	Present a final report for Event Services	Chapter	Convention following	Convention following