



2009 LGSA Tourism Conference

Responsibility Chart (venue / date TBA)

ITEM	RESPONSIBILITY		STATUS	COMMENTS
Program	LGSA / Committee			
Guest speakers	Committee			
Keynote speakers	Committee			
Program content	LGSA / Committee			
Theme/topics	LGSA / Committee			
Speaker liaison/ arrangements	LGSA			
VIPS	LGSA			
Protocol	LGSA			
Registration form/kits	LGSA		To discuss	
Registration ticketing	LGSA		To discuss	
Online registration	LGSA		To discuss	
Conf payments	LGSA		To discuss	
Brochure design	LGSA			
Brochure printing	LGSA			
Distribution	LGSA / Committee			
Registration desk	Host Council			
Conference budget				
Draft budget	Host Council			
Quotes	LGSA / Host Council			
Reconciliation	LGSA			
Sponsorship				
Sponsorship props	LGSA			
Sponsorship budget	LGSA / Host Council			
Trade display partners	LGSA / Host Council			
Local sponsors	Host Council			
Contra	Host Council			
Sponsorship delivery	LGSA / Host Council			
Trade display logistics	Host Council			
Transport options	Host Council			
Transport schedule	Host Council			
Airline/coach transfers	Host Council			
Marketing	All Committee			
Direct mail/email	LGSA			
website	LGSA / Committee			
advertising	LGSA			

Marketing cont.	All Committee			
Merchandising	LGSA			
Lanyards/name badges	Host Council			
Satchels	Host Council / LGSA			
Gifts	Host Council			
Signage	Host Council			
Conference venue	Host Council			
Venue layout/AV	Host Council			
Sound /AV requirements	Host Council			
Morning/afternoon teas	Host Council			
Delegate accommodation	Host Council			
Conference staffing	LGSA / Host Council			
Onsite IT/office requirements	Host Council			
Workshop sessions	LGSA			
Brief speakers				
Speakers requirements	LGSA			
Speakers bios	LGSA			
Vip lunches	LGSA			
Process for 2009	LGSA			
Media requirements	LGSA			
Media releases				
Onsite media contact	LGSA			
Onsite photographer	Host Council			
Social Program organisation	Host Council			
Partners program organisation	Host Council		To discuss	
Partners ticketing	Host Council			
Partners organisation	Host Council			
Welcome Function	Host Council			
Master of Ceremonies	LGSA / Committee			
Venue	Host Council			
VIPS	Both			
Catering	Host Council			
AV	Host Council			
Running order	Both			
Entertainment/cultural	Host Council			
Gala Dinner	Host Council			
Venue management	Host Council			
Catering/bev	Host Council			
Evening format	Host Council			
Entertainment	Host Council			
Seating plan	Host Council			
Theming	Host Council			
Transport	Host Council			
VIP seating	LGSA			