

SAMPLE

▶ CCC REPORT CHECKLIST AND TIMELINE

TIME	ITEM	COMPLETED	NOTES
48 MONTHS	Select Chapter Convention Committee (CCC) and Co-Chairs (CC)		
	Gather CCC members		
	Send roster to Event Services		
36 MONTHS	Submit report to Event Services		
	Provide updated roster		
	Develop Chapter pin logo		
	Convention theme to Event Services		
	Prepare preliminary budget		
24 MONTHS	CCC to attend Convention		
	Submit report to Event Services		
	Update on financial status		
	Provide updated roster		
	Mixer—on or off site		
	Request for Technical Sessions		
	Exhibits: holding? number?		
18 MONTHS	CCC to attend convention		
	Submit report to Event Services		
	Update on financial status		
	Provide updated roster		
	Request Contractors' Day sessions		
	Submit Convention logo/stationery		
	Select mixer theme		
	Preliminary Technical Sessions		
12 MONTHS	CCC to attend convention		
	Submit report to Event Services		
	Update on financial status		
	Final Technical Sessions		
	Mixer menu/location finalized		
	CC—attend HTC meeting		
	Student Program—contact S801 (luncheon speaker and sponsor, competitions)		
	Preliminary tours (optional)		
	Sponsor pricing and application forms		
	Preliminary Contractors' Day Program		
	Provide updated roster		
6 MONTHS	CCC to attend convention		
	Submit report to Event Services		
	Update on financial status		
	Sponsor status with all information		
	Confirm tours (optional)		
	Submit final guest program		
	Opening reception menu to CC		
	Final Student Program		
	Final details of Mixer confirmed		
Provide updated roster			