

Planning Checklist for SMF Events 2025

Approximately two months before the event:

- ☐ Learn about the conference/convention.
 - ☐ Review the host website (understand the type of event and audience, google the event address, etc.).
 - ☐ Review the exhibitor information supplied by the host (check in/out times, hours the exhibit hall is open, special rules, loading dock instructions, etc.).
 - ☐ Review any event emails supplied to you by SMF. (These are often from the host but forwarded to you.)
- ☐ Plan your transportation and accommodations.
 - ☐ Research flights, rental car, and hotel as applicable with days/times you need to travel. SMF prefers Southwest flights for the benefits of carrying supplies/inventory in the two free checked bags.
 - ☐ Complete the Travel Budget for SMF Events and email it to dakota@scripturememory.com.
- ☐ Coordinate inventory/supplies with SMF Office. (This will vary per event and per travel arrangements. SMF will review this alongside your Travel Budget and contact you. Follow up with the SMF office, contact@scripturememory.com, regarding shipping address, tracking numbers, luggage guidelines, etc. as may be applicable.)
- ☐ After receiving confirmation or changes to your travel budget, use the funds provided by SMF to book your transportation and accommodations.
- ☐ If applicable, begin preparing your workshop/speaking session(s).

Approximately two weeks before the event:

- ☐ Review inventory/supplies received. Note where to find the translation on each type of book/cd. Contact SMF office with any questions, concerns, missing items, etc. If you are repacking in any way, be very careful to pack securely and avoid damage.
- ☐ Review any new event emails supplied to you by SMF. (Keep an eye out also for more emails closer to the event.)
- ☐ Schedule a video call with SMF for installation and navigation of the Square app.
- ☐ If applicable, finalize your workshop/speaking session(s).

After the event:

- ☐ Email a summary of the event to Dakota (dakota@scripturememory.com): meaningful conversations, feedback on the materials, your perspective on the event such as attendance and interest, and anything else you think would be helpful.
- ☐ Email pictures of all gas and parking receipts to SMF (contact@scripturememory.com) for reimbursement.
- ☐ If you collected any cash payments at the event, mail SMF a check for that amount (SMF, PO Box 550232, Dallas, TX 75355).
- ☐ Email contact@scripturememory.com to let us know approximately how much inventory and/or promotional items you still have. It's fine to summarize and approximate this list. We will either restock you for the next event or provide instructions for returning items to SMF.