

AUTOTESTCON Planning Checklist					
Item/Year	2004	2005	2006	2007	2008
Budget Updated (most recent)					
MOA sent to Chair					
MOA signed & returned					
Check Request Letters Sent					
Advance Loans Received					
Bank Account Opened					
Signature Card Received					
Hotel Contracts Received for review - primary					
Hotel Contract Received - Secondary					
Hotel Contract Received - Backup					
Hotel Contract Signed - Primary					
Hotel Contract Signed - Secondary					
Hotel Contract Signed - Backup					
Decorator Contract Received					
Decorator Contract Signed					
Exhibit Hall Contract Received					
Exhibit Hall Contract Signed					
Electrical Contract Received					
Electrical Contract Signed					
Information Form Submitted					
Publications Form Submitted					
Insurance Request Filed					
Basic Information on Website					
Detailed Information on Website					
Ads to Aerospace and I&M magazines					
Promotion in local Section Publication(s), Website					
First Exhibit Program Two Years in Advance					
Detailed Exhibit Program One Year in Advance					
First Credit Card Machine Ordered from IEEE					
Second Credit Card Machine Ordered from IEEE					
Return Loans to Sponsors					
Lessons Learned Produced and Submitted					
Distribute Surplus to Sponsors					
Close Bank Account					
Final Report Completed					
Submit Final Report and Records to Auditor					

