



ACAAA 2016 ANNUAL CONFERENCE

MAY 25-27, 2016 • WYNDHAM RIVERFRONT HOTEL • NORTH LITTLE ROCK

✓ EXECUTIVE DIRECTOR CHECKLIST ✓

AWARD NOMINATIONS & RECOGNITIONS

THE CAPPYS

CAPPY BEST PRODUCTION

CAPPY BEST PERFORMANCE IN A LEADING ROLE

CAPPY BEST PERFORMANCE IN A SUPPORTING ROLE

ACTION AWARDS

CLIENT ACTION AWARD

SUPPORTER ACTION AWARD

RECOGNITIONS

RETIREES

MEMORIAL

SPONSORS

APPROACH THREE POTENTIAL SPONSORS/SECURE ONE

SEND OUT PACKETS TO INTERESTED PARTIES

COORDINATE WITH ACAA TO FOLLOW UP IF NEEDED

FUNDRAISING

NCAF MEMBERSHIPS

AGENCY GOAL: \$500

T-SHIRT ORDERS (DUE BY APRIL 29)

OTHER DONATIONS GATHERED IN CAP-PAC ENVELOPES

CONFERENCE DINNER/DANCE

ADVANCE TICKETS SOLD

SILENT AUCTION ITEM(S)

PRE-CONFERENCE REGISTRATION (DUE BY APRIL 29)

AGENCY BOARD MEMBERS

FRONT-LINE STAFF

CONFERENCE REGISTRATION (DUE BY APRIL 29)
