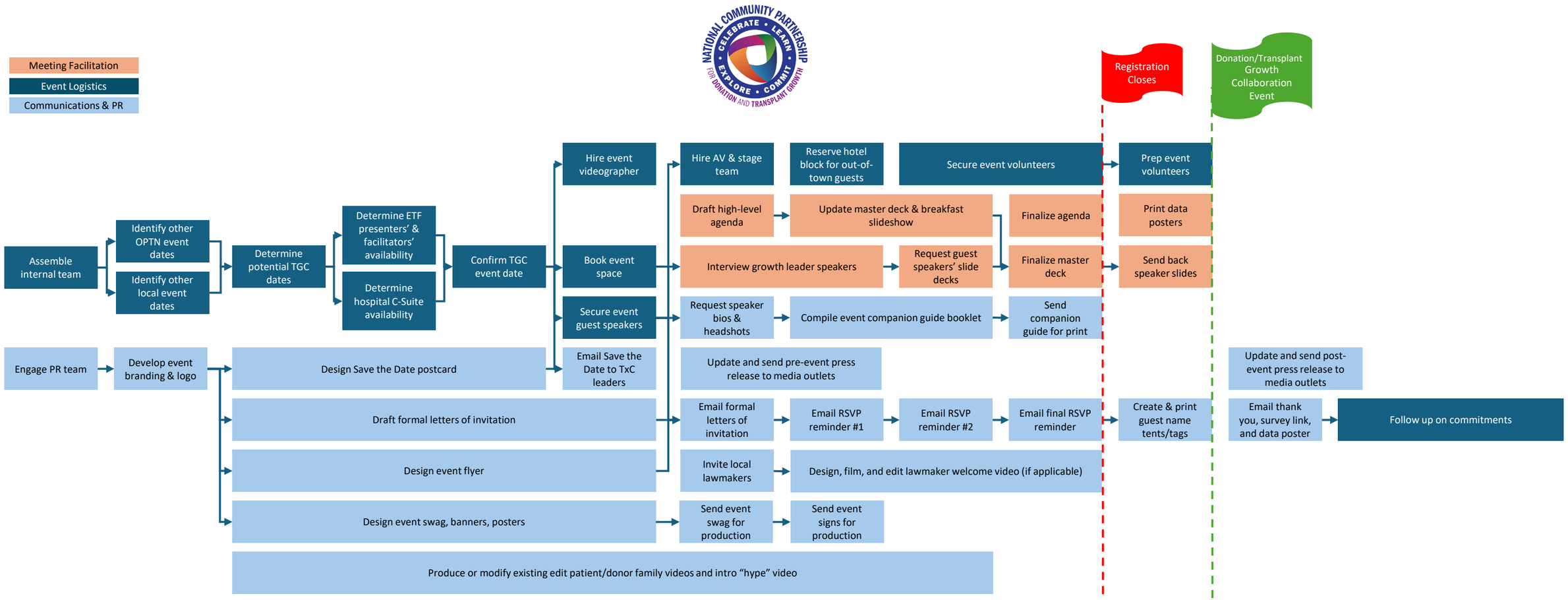
Meeting Facilitation
Event Logistics
Communications & PR
Registration Closes
Donation/Transplant Growth Collaboration Event
Assemble internal team
Identify other OPTN event dates
Identify other local event dates
Determine potential TGC dates
Determine ETF presenters' & facilitators' availability
Determine hospital C-Suite availability
Confirm TGC event date
Hire event videographer
Book event space
Secure event guest speakers
Hire AV & stage team
Reserve hotel block for out-of-town guests
Secure event volunteers
Prep event volunteers
Draft high-level agenda
Update master deck & breakfast slideshow
Finalize agenda
Print data posters
Interview growth leader speakers
Request guest speakers' slide decks
Finalize master deck
Send back speaker slides
Request speaker bios & headshots
Compile event companion guide booklet
Send companion guide for print
Engage PR team
Develop event branding & logo
Design Save the Date postcard
Email Save the Date to TxC leaders
Update and send pre-event press release to media outlets
Update and send post-event press release to media outlets
Draft formal letters of invitation
Email formal letters of invitation
Email RSVP reminder #1
Email RSVP reminder #2
Email final RSVP reminder
Create & print guest name tents/tags
Email thank you, survey link, and data poster
Follow up on commitments
Design event flyer
Invite local lawmakers
Design, film, and edit lawmaker welcome video (if applicable)
Design event swag, banners, posters
Send event swag for production
Send event signs for production
Produce or modify existing edit patient/donor family videos and intro "hype" video