



OP Event Planning Timeline

March 1, 2006

- Submit corporate logo (preferred electronic file formats: .jpg, .gif, .tiff, .bmp)

March 30, 2006

- Identification of career workshop panelists. Submit speaker name, title & complete contact information.
- Submit all speaker photos and edited bios (preferred file format: .jpg, .gif, .tiff, .bmp)

April 15, 2006

- Submit A/V needs
- Onsite sponsorship recognition requests due
- Submit opening sponsor remarks & designated corporate sponsor contact information

May 1, 2006

- Meal function scripts distributed
- Submit copy of program handouts & presentations

Send all requested information by the designated due date(s) to:

Jennifer George Lion
Special Events Manager
The Consortium for Graduate Study in Management
5585 Pershing Ave, Ste. 240
St. Louis, MO 63112-4621
Phone: 314-877-5523
Fax: 314-877-5523
Email: lionj@cgsim.org