Roadmap for CME Planners

*Start here: What date do you want to hold your CME event?__________

Identify your date and solicit your speakers' availability [36 weeks prior]

Reserve your meeting space [34 weeks prior]

Begin your course application [32 Weeks prior]

Your Planning Team should meet [31 Weeks prior]

Grants submitted and space reserved [26 Weeks prior]

Grant Drafts must be finalized [27 Weeks prior]

CPE Committee Review will occur between 20-30 Weeks out [28 weeks prior]

Submit your fundraising plan/draft budget with Chair's signature to the CME office [29 Weeks prior]

Schedule your Planning meeting with CME office [30 Weeks prior]

Solicit your speaker availability [25 weeks prior]

Draft brochure verbiage [18 weeks prior]

Graphic artist must receive all brochure copy [15 weeks prior]

Brochure must print [13 weeks prior]

Brochure must mail [12 weeks prior]

[1 week after] Submit your expenses and speakers' out-of-pocket expenses

The Big Day: your event occurs!

Syllabus books, printing, AV, Catering orders finalized [2 weeks prior]

All Planner and Speaker disclosures are due [4 weeks prior]

Brochure arrives in mailboxes [9 to 10 weeks prior]

[6 Weeks after] Budget Settlement will occur

[9-12 week after] grant reconciliations filed with grantors

Take a month off and enjoy a rest!

Start planning for the next annual occurrence [36 weeks prior]