

Lead	Topic	Task	Start Dt	Deadline	Notes
Governor	Conference Planning	Finalize Expectations	3/1/2025		Goals , Dates
Governor	Conference Planning	Identify Conf. Chair(s), Committee	3/1/2025		Diverse group
Governor	Conference Planning	Finalize Theme	3/1/2025		
Governor	Conference Planning	Finaize Hotel details	3/1/2025		Embassy Suites at Boston Logan Airport
Governor	Conference Planning	Establish Budget	3/1/2025		
Governor	Conference Planning	Solicit photographer/interviewer			Dedicated photograher for the weekend; capture videos of 'why Zonta'
Conf. Chair	Conference Planning	Confirm Keynote	3/1/2025		
Conf. Chair	Conference Planning	Confirm Keynote	3/1/2025		
Conf. Chair	Conference Planning	Confirm Speaker	3/1/2025		
Conf. Chair	Conference Planning	Confirm Speaker	3/1/2025		
Governor	Conference Planning	Service Speaker	3/1/2025		
Governor	Conference Planning	Leadership Speaker	3/1/2025		
Lt. Governor	Conference Planning	Membership Speaker	3/1/2025		
Conf. Chair	Conference Planning	Music and Flags for USA+Taiwan	5/1/2025		
Governor	Conference Planning	Decision on refund policy	5/1/2025		deadline needs to be added to Invitation /Registration form
Conf. Chair	Conference Planning	Menu decisions	5/1/2025		Sat Banquet
Conf. Chair	Conference Planning	Reservations for Board, ED	5/1/2025		
Conf. Chair	Conference Planning	Meeting, Banquet rooms	5/1/2025		
Mkting	Save the Date		5/1/2025		
Mkting	Call to Conference	Obtain mailing lists from ZI Memb.	-		Exel - members by club, presidents, Intl Rep /EMAIL ONLY
Registration	Call to Conference	Mailing to all D1 members, guests	5/15/2025		Email - less than 60 days
Mkting	Call to Conference	CALL TO CONFERENCE	5/15/2025		Gov. message, agenda, hotel detail
Mkting	Call to Conference	Conference Registration Form	5/15/2025		Conf fee, guest info, return info
D1 Treasurer	Call to Conference	District Budget	5/15/2025		
D1 Treasurer	Call to Conference	District Dues	5/15/2025		
D1 Nomination	Call to Conference	Slate of Candiates, pics, bios	5/15/2025		Nomination Chair - bios and photos - SHORT VIDEO
Governor	Call to Conference	Zonta District 1 Bylaws (2025)	5/15/2025		
Governor	Call to Conference	ZI Resolutions	5/15/2025		None at this time
Parliamentarian	Call to Conference	District Rules of Procedure	5/15/2025		
D1 Secretary	Call to Conference	Credential info - delegate, proxy	5/15/2025		
Silent Auction	Call to Conference	Silent Auction registration form	5/15/2025		Determine Point Person/Club responsible for each. Combined form. Collected by Mary Knight and forwarded to Chairmen
Zonta Store	Call to Conference	Marketplace registration form	5/15/2025		
Memorial	Call to Conference	Memorial form	5/15/2025		
Entertainmeent	Call to Conference	Suggestions for pre/post conf.	5/15/2025		Tours: favorite restaurants, museums, specialty shops
Mkting	Program	Final Proof and Print			
Mkting	Program	Cover with logo	8/1/2025		

Governor	Program	Governor letter	8/1/2025		
Intl President	Program	Letter from Salla Tuominen	8/1/2025		Letter and Photo
Intl Rep	Program	Intl Rep Viv letter	8/1/2025		Letter and Photo
	Program		8/1/2025		Bio and Photo
Conf. Chair	Program	Keynote Speaker 1	8/1/2025		Bio and Photo
Conf. Chair	Program	Keynote Speaker 2	8/1/2025		Bio and Photo
Conf. Chair	Program	Other Speaker 1	8/1/2025		Bio and Photo
Conf. Chair	Program	Other Speaker 2	8/1/2025		Bio and Photo
Mkting	Program	National Anthems	8/1/2025		
Mkting	Program	List of Past District Governors	8/1/2025		
Mkting	Program	District Board/ Area Directors	8/1/2025		
Mkting	Program	Zonta Blessing, Code, Collect	8/1/2025		
Mkting	Program	Standing Rules REMOVE	8/1/2025		
Mkting	Program	District Chairmen	8/1/2025		
Mkting	Program	District Club Presidents/ by Area	8/1/2025		
Mkting	Program	Credentials Report	8/1/2025		
Governor	Program	Agenda Friday	8/1/2025		
Governor	Program	Agenda Saturday	8/1/2025		
Governor	Program	Agenda Sunday	8/1/2025		
Conf. Chair	Program	Conference Committee	8/1/2025		
Conf. Chair	Program	Workshop Details	8/1/2025		Get write up from workshop leaders
Voting	Online	Prepare voting form, instructions	8/1/2025		
Voting	Online	Tally votes, prepare report	8/1/2025		
Registration	Conference Bag/Swag		4/1/2025		
Registration	Registration	Mastr List of Attendees			
Registration	Registration	Name tags	5/1/2025		
Registration	Registration	Credentials	8/1/2025		
Governor	Business Meeting	Script	8/1/2025		
Decorations	Banquet	Décor, centerpiece, favor	5/1/2025		
Entertainment	Banquet	Book entertainment?	5/1/2025		
Silent Auction	Silent Auction	Mastr List of Responses	10/2/2025		Include description, initial bid, increments, who gets donation
Zonta Store	Zonta Store	Mastr List of Responses	10/2/2025		Secure space. Extra tables - just in case
Memorial	Memorial	Program	8/2/2025		Design and print program - plan service
Entertainment			5/1/2025		Space, equipment needs
Hospitality	Hospitality Room	Designate room, solicit donations	8/1/2025		
Mkting	Foundation Donation	Booth, presentation	8/1/2025		Confirm needs