Cincinnati Express Key Deadlines   June 3-6, 2027   2-Jul-25

Task	Date	Done
Secure Hotel Contract	Dec 2024	✓
Select Convention Name and Logo	Apr 2025	✓
"Save the Date" Postcard (for booth)	Apr 2025	✓
Initial Publicity "Slides" on Booth Posters	Apr 2025	✓
Launch Initial Webpage (info only, no registrations)	May 2025	✓
Publicity Booth at 2-yr prior MCR Convention	May 15-18, 2025	✓
Expanded Publicity "Slides" (for booth poster)	May 2026	
Publicity Brochure (2-sided, color)	May 2026	
Publicity Booth and Presentation at 1-yr prior MCR	Jun 4-7, 2026	
Targeted Publicity Emails (Neighboring Regions)	Jun 2026 + Jan 2027	
Secure Early Bird Layouts (for Thurday Afternoon)	Apr 2025	✓
Secure Hotel Layout(s)	May 2025 - Oct 2025	
Solicit & Schedule Regular Layout Tours & Ops	Sep 2025 - Aug 2026	
Solicit T-Trak Layout Modules	Jun 2026 - Mar 2027	
Secure & Schedule Rail & General Interest Venues	Jan - May 2026	
Secure Buses (if viable)	Sep 2025 - May 2026	
Finalize Bus Tour Venues/Timings/Cancelations	May 2027	
Secure Special Guest Clinicians/Banquet Speaker	May - Jul 2025	✓
Secure Make 'n Take Clinicians	Jan - May 2026	
Solicit and Schedule All Clinicians	Sep 2025 - Sep 2026	
Solicit Merchandise for Co. Store, Raffle, W. Elephant	Sep 2025 - Mar 2027	
Obtain Registration Bags, Badges, Lanyards	Sep 2026 - Mar 2027	
Advance Selling of Convention Shirts	Sep 2025	
Early Bird Pre-Registration Open	May 2026	
Incorporate E-Commerce Option if Viable	May 2026	
Hotel Lodging Registrations Open	Sep 2026	
Make Hotel Food Selections (banquet)	Jul 2026	
Set Extra-Fare Fees (Tours, Hands-on, Banquet, Shirts)	Jul 2026	
Full Expanded Registration Package Done	Nov 2026	
Full Reg. Pkg (selections, descriptions, ops) to Kingpin	Dec 1, 2026	
Full Reg. Pkg sent to early Registrants	Jan 1, 2027	
Full Reg. Pkg sent to all via Kingpin emailing	Jan 15, 2027	
Event Program (Timetable) Done and Printed	May 15, 2027	
Registration Packets Stuffed and Event Tickets Done	May 15, 2027	
Layout Handout (Descriptions, Map, Schedule) Done	May 15, 2027	