



## Transition Checklist

**For: Sample Transition Checklist**

**Date:**

= To be addressed by 'date'

IP = IN PROCESS

= needs attention

= DONE

Administration/General			
Item/Action	Responsible Person(s)	Effective Date/Deadline	Comments
Receipt of following items:			
Financial records and systems			
Tax returns and other tax documents			
Membership records and systems			
Inventory of property and supplies			
Minutes book			
Bylaws and incorporation papers			
Current procedures			
Long-range/strategic plan			
Notify state's Secretary of State of change			
File for foreign corp. approval, if needed			
Change/arrange for registered agent if needed			
Arrange for insurance coverage/policies			
Establish custody of corporate seal			
Call/mail forwarding from prior management			
Initiate time tracking codes			
Initiate copier, phone, fax, mailroom codes			

**Communications**

<b>Item/Action</b>	<b>Responsible Person(s)</b>	<b>Effective Date/ Deadline</b>	<b>Comments</b>
Obtain copy pending for newsletters/periodicals			
Obtain copy pending for brochures			
Obtain copy/database for pending directory			
Obtain press/media kit			
Determine commun. deadlines and schedules			
Arrange transfer of web site/access codes			
Obtain rate cards/rates for all advertising			
Obtain current advertising contracts			
Obtain hard copy/files of logos, etc.			
Determine PMS colors for logos			
Arrange for reprinting of stationery, labels, etc.			
Arrange transfer of social media account codes and management platforms:			
Facebook			
Twitter			
Flickr			
Hoot Suite			
HubSpot			
Others			
Others			
Arrange transfer of online/cloud-based storage/communication platforms' account codes:			
Dropbox			
Google Documents			
Google Hangout			
Others			
Others			

<b>Finance/Accounting</b>			
<b>Item/Action</b>	<b>Responsible Person(s)</b>	<b>Effective Date/ Deadline</b>	<b>Comments</b>
Facilitate independent audit prior to transition			
Obtain the following:			
Invoices (paid and payable)			
Bank statements			
List of liabilities			
Federal ID number(s)			
Tax exemption determination letter			
Aged accounts receivable list			
Prior audited financial reports			
Prior tax returns			
Franchise tax returns			
Vendor list			
Arrange for board corporate banking resolution(s)			
Establish bank account(s) and signature cards			
Determine direct pay from checking/cancel			
Establish/Cancel/transfer merchant account(s)			
Close existing accounts/forwarding address			

<b>Meetings</b>			
<b>Item/Action</b>	<b>Responsible Person(s)</b>	<b>Effective Date/ Deadline</b>	<b>Comments</b>
Determine status of the following:			
Current/pending hotel & venue contracts			
Current/pending airline contracts			
Current/pending rental car contracts			
Current/pending AV contracts			
Current/pending other contracts			
Obtain the following:			
Speaker/program files			
Abstracts			
Exhibitor prospectus			
Exhibitor contracts			
Special event information			
Status report of plans in progress			

List of volunteers/roles in meetings/events			
List of exhibitors/sponsors and agreements			
List of upcoming deadlines			

<b>Membership Services</b>			
<b>Item/Action</b>	<b>Responsible Person(s)</b>	<b>Effective Date/ Deadline</b>	<b>Comments</b>
Obtain the following:			
Membership list (electronic/hard copy)			
Prospect list (electronic/hard copy)			
Board of directors list			
Committee lists			
Media/press lists			
Membership application			
Membership renewal letter			
Membership drop letter			
Membership welcome packet			
Membership processing procedures			
Membership prospect kit			

<b>Insurance Issues</b>			
<b>Item/Action</b>	<b>Responsible Person(s)</b>	<b>Effective Date/ Deadline</b>	<b>Comments</b>
Determine existence/need for:			
Convention cancellation policy			
Directors and officers liability policy			
General liability policy			
Workers' compensation			
Dishonesty/fidelity bond			
Other insurance			
Notify carriers/agents of new address/management			

<b>Vendor Contracts</b>			
<b>Item/Action</b>	<b>Responsible Person(s)</b>	<b>Effective Date/ Deadline</b>	<b>Comments</b>
Determine status/need for contracts for:			
Accountant			
Attorney			
Internet service provider			
Lobbyist			
Printer(s)			
Surveys			
Reseller			
Others			

<b>Inventories</b>			
<b>Item/Action</b>	<b>Responsible Person(s)</b>	<b>Effective Date/ Deadline</b>	<b>Comments</b>
Determine status of:			
Audio/video tapes & CD-ROMs			
Membership certificates/cards			
Publications			
Newsletters			
Directories			
Other items			
Determine existence/contents of off-site storage			

<b>Transition Activities</b>			
<b>Item/Action</b>	<b>Responsible Person(s)</b>	<b>Effective Date/ Deadline</b>	<b>Comments</b>
Assets--dispose of or relocate			
Change of address notice for:			
Allied organizations			
Members			
Media			
Banks			
Post office			
Vendors			
Other contacts			
Educate staff about assn./FAQs/phone answering/etc.			
Examine industry meetings calendar for conflicts			
Review investment strategies with leaders			
Bank signature cards			
Update web site with new			

