CONFERENCE OPERATIONS

How CFPI built its conference agenda in an afternoon for $0

A conference agenda in an afternoon, for a fraction of the cost

California Fire Prevention Institute (CFPI)

2027 Annual Fire Prevention Conference · Hilton Santa Barbara Beachfront Resort · March 2027

3 to 4 hrs
to build, replacing 10 to 15 hours of manual scheduling

$0
in new software or added fees, built inside our retainer

25
sessions loaded straight from the call for presentations, zero retyping

6 days
from first build to volunteers placing sessions live

The challenge

37 sessions. Five days. Ten rooms. Four blocks a day. One volunteer committee.

The old way meant retyping every title, emailing the grid, collecting markups and doing it all again. Every round risked a double-booked room or an instructor placed on a day they can't teach.

Buy it or build it

CFPI needed one shared board that volunteers could open anywhere and use without training. Buying meant a new vendor: $1,800 a year for an event platform module, or $845 up front for a proposal platform module.

We built it instead, in 3 to 4 hours of our time, as part of the retainer, not an add-on project cost.

> “Our schedule used to mean round after round of spreadsheets and emails. This year our committee dragged sessions into place and saw every change live. It gave our volunteers their time back.”
>
> **Jessica Power** · Secretary/Treasurer, CFPI · Fire Marshal, San Bruno Fire Department

WHAT TVDA DID

We scoped it, built it, loaded it and handed CFPI's volunteers the keys, all in under a week.

01 Web-based, easy access

Opens in any browser, on any device. No software to install and no license to buy.

02 Sessions load from the source

Pulled straight from the call for presentations, instructor availability included. Nobody retypes a thing.

03 Volunteers drag and drop

CFPI's leaders place sessions themselves, with nothing new to learn.

04 Every move is logged

Who moved what, and when. Change a room in one place and the whole board follows.

RESULTS

	Before	After
Time	10 to 15 hours of manual scheduling	**3 to 4 hour build**
Efficiency	TVDA in the middle of every change	**Committee schedules live**
Accuracy	Retyped titles, emailed grids	**Zero retyping, every move logged**
Cost	$845 quote or $1,800 a year	**$0, part of our retainer**

WHAT TVDA CAN DO FOR YOU

We find the real problem

Before anyone buys software, we ask what your volunteers actually need.

We build the right tool

Agenda boards, registration dashboards and board portals, built around how your people already work.

Often part of the service

Most of the time a build like this comes with the work we already do. When it replaces something you'd otherwise buy, we talk it through with you first.

Still building your agenda in a spreadsheet? Let's talk.

Book 20 minutes with Todd at calendly.com/toddvondeak, or send us a note at tvdassociates.com.