



# CONFERENCE CHECKLIST

## FACILITY GUIDELINES

<u>Date Due</u>	<u>Date Completed</u>	<u>Person</u>	
_____	_____	_____	Read and sign contracts with facility
_____	_____	_____	Confirm hotel room rates 12 months in advance of meeting date
_____	_____	_____	Provide facility most recent conference history 12 months out
_____	_____	_____	Plan menus – 6 weeks in advance (breaks, meals, receptions, hospitality suites)
_____	_____	_____	Provide facility with printed program, 60 days prior to arrival
_____	_____	_____	Confirm meeting and banquet room set ups – 30 days in advance: <ul style="list-style-type: none"> <li><input type="checkbox"/> Table and chair configuration</li> <li><input type="checkbox"/> Audio visual and technological needs</li> <li><input type="checkbox"/> Registration/name tag area</li> <li><input type="checkbox"/> Exhibits, literature tables</li> <li><input type="checkbox"/> Refreshment break table</li> <li><input type="checkbox"/> Podium and/or riser needs</li> <li><input type="checkbox"/> Confirm needs meet speaker expectations</li> <li><input type="checkbox"/> Confirm facility signage needs</li> <li><input type="checkbox"/> Check on coat rack arrangements</li> <li><input type="checkbox"/> Confirm parking arrangements</li> <li><input type="checkbox"/> Prepare tax exempt form, if needed</li> <li><input type="checkbox"/> Billing arrangements confirmed</li> </ul>
_____	_____	_____	Provide hotel a sample of the hotel reservation form before going to print or posting on a website
_____	_____	_____	Review and sign hotel banquet event orders – 3 weeks in advance
_____	_____	_____	Schedule a pre-conference meeting with facility staff, and provide them with a list of VIP's
_____	_____	_____	Hotel room block release date – 30 days in advance: <ul style="list-style-type: none"> <li><input type="checkbox"/> Speaker reservations confirmed</li> <li><input type="checkbox"/> VIP's confirmed</li> <li><input type="checkbox"/> Verify how many rooms have picked up in block</li> <li><input type="checkbox"/> Will need to guarantee or release remaining rooms</li> </ul>



**Date Due**      **Date Completed**      **Person**

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Provide facility with meal guarantees ( \_ ) full business days in advance of meals

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Confirm any last minute banquet event order revisions 1 week out

OTHER COMMENTS:

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