

Check list and Tips

At least 3 months out	Develop the program (themed or not) and the budget
	Check local calendar of events- ensure there is no date conflict
	Invite the talent for your event
	Invite attendees
	Make travel arrangements
	What is the timing of all events/programs
	Get all AV equipment booked
	Set up master account with the hotel
	Book the meeting space
	If possible do site inspection make sure the space will work
Get room layouts from the hotel	
Get your contracts signed and returned	
1 & 1/2 months prior	Get any printed material completed- designed & printed
	Order gifts and arrange delivery
	Mail out attendees agendas and suggested dress (& or other instructions)
	Order what décor items are required.
	Set up any spousal programs or after event functions
	Confirm, room set up and details regarding food and beverage
	Make arrangements to have your materials shipped back.
	Submit rooming list to hotel.
1 week before	Confirm Av equipment- telephones, internet etc...
	Confirm your meals and attendees
	Review details and do a walk through of event with property event manger.
	Inspect shipped materials to ensure you have everything.
Day of meeting	Check the hotel function board – to ensure correct
	Check function space to ensure set up is correct

		Check over food arrangements and times
		Sign banquet checks each day and keep ongoing records of your on-site expenses.
		Notify event manger of any changes.
		Set up a post meeting with property event manager.
Post event		Meet with the property event manger to review your session, charges and receipts.
		Ensure post event evaluation form is completed and given to property event manager
		Discuss with staff members or items that stood out during the event.
Common mistakes	Not following your budget	Make sure that you fill every detail out and stick with it. Finally have at least 10-20% extra in your budget for unforeseen items.
	Booking entertainment you like	Remember who your target audience is. Book what they are interested in.
	Not completing the check list items in time	This can be fatal- Ensure you get everything completed in a timely manner, otherwise you find your self with extra expense and stress.
	Consider a mock run through	Depending on the size of your function you may want a rehearsal.
	Review last years meeting/event minutes	See what went well and what did not- Make the necessary corrections
	Sponsorship	Will you need to fund raise or get sponsors to assist with expenses?
	Dietary restrictions	Is there anyone in the group that will need special attention
Tips	Get and keep a contact management system	Ensure you have all contact info for the people that are helping you-i.e. Property event manger, speaker/entertainers, travel agents etc...
	What is it you want people to leave saying?	Ensure all that are assisting you understand what your vision is.
	Extra space	Do you need storage? Office space to coordinate the event out of.
Additional check lists		Registration and housing forms
		On registration for ad pertinent info
		Invitations
		Follow-up mail outs
		Badge inserts
		Transportation requirements
		Newsletters
	Lists of registered attendees	
Other	Alcoholic beverages	Set up rides home- designated drivers, place to stay (property)
		Ensure everyone is aware of the options

Controlling printing costs		Get bids in writing
		Coordinate the same printing time
		Reuse graphics and colour also use standard colours
		Use standard size paper and or try to get as many prints per sheet as possible.
		Piggy back print colour
Promoting event		Use the same paper stock for all items if possible.
		Contact local, national & or international media
		Send out reminders of event-Stay in contact with them to keep the attendance up