

## **PLANNING TIMELINE**

This timeline provides a checklist for your program. Adapt it to your own particular needs- establish your own "ideal" and "can't-miss" due dates.

### **FROM 6 MONTHS OUT, OR AT TIME OF BOOKING**

Determine the objective of the meeting and develop the program and budget.

Set up master account for your meeting charges with the hotel and verify who is authorized to sign for charges.

Invite speakers and inform them about your attendees and the facilities of the hotel, including audiovisual capabilities.

Notify attendees.

Make travel arrangements.

### **AT LEAST 6 WEEKS BEFORE YOUR MEETING**

Confirm menus, room setups and supplies in writing with your event manager.

Monitor speakers' presentation development and offer assistance in reproducing any handouts.

Order signs and printed materials.

Mail attendees the agendas, suggested dress and other instructions.

Order gifts and amenities. Arrange deliveries of gifts and meeting registration materials with your hotel contact.

### **AT LEAST 5 WEEKS BEFORE YOUR MEETING**

Check with your speakers regarding the progress of their presentations, audiovisual and logistical arrangements.

Submit rooming list to hotel and confirm arrangements for amenities.

## **AT LEAST 2 WEEKS BEFORE YOUR MEETING**

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Ship materials to arrive 24 hours before your arrival, and confirm arrival before leaving your office.

Confirm all audiovisual requirements and produce slides.

Make arrangements for shipping materials back to your office after the meeting.

Confirm (Fourteen business days in advance) your meal and beverage counts for the first day food functions.

Take a complete master set of all handouts with you. In the event your shipment of materials is lost or delayed, you can arrange to have your master set photocopied.

## **UPON ARRIVAL**

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Review details and walk through your meeting space with your property event manager.

Personally inspect shipped materials to be sure that all of your items have arrived and that they are in good condition.

Check the hotel function board and front desk for posted times and locations of your functions.

## **MEETING DAYS**

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Check function space one hour in advance.

Notify your event manager immediately of any changes in your plans or requirements.

Sign banquet checks each day and keep an ongoing record of your on-site expenses.

## **CONCLUDING A SUCCESSFUL MEETING**

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Meet with your event manager to review your sessions, charges and receipts.

Share with your event manager the names of personnel who have provided extraordinary service.