

Meeting Planner Event Planning Checklist

Congratulations, you received approval to hold your event. Now what? Below we have outlined a few key things to consider while you begin planning for your event:

General

- Determine a Date (and alternative dates) for your event
- Will there be a Guest Speaker?
 - Confirm dates with Guest Speaker to ensure he/she is available
- Determine your event's format and budget breakdown for the following:
 - Guest Rooms
 - Meeting Space
 - Food & Beverage
 - Audio Visual Services
- Decide on destinations under consideration
- Determine guest room needs
 - How many guest rooms are needed per night?
 - What is the breakdown of singles, doubles, and larger suites?
 - Will you need any handicap accessible rooms?
 - Do any or all of the rooms need to be on the same floor?
 - How will guest room reservations be made? Will attendees call in or will reservations be made by one person?
 - Date rooms will no longer be held by the facility at the group rate or date the facility needs the rooming list
- Does your event require parking or valet?
 - Is there an additional charge for this?
- Do you need airport transportation?
- Will you need any special accessibility needs in any guest room or throughout the facility in general?

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Meeting Space

- Will meeting space be needed?
- Determine daily schedule for event
 - Size of space required
 - Hours needed; is it the same for each day of events?
 - How many people in the meeting space?
 - Preferred seating arrangement (Classroom, boardroom, hollow square, banquet rounds, theater, etc)
 - Breakouts needed?
 - Vendor or exhibit space?
- Will food and beverages be needed?
 - What is the number of people to be served and the times requested?
 - Review the food and beverage menus and choose selections
 - Would you like coffee and water service throughout the entire day?
 - Any special dietary requirements
 - Separate meal rooms needed?
 - What are the service charges?
- Will audio visual services be needed?
 - Do you need a screen, lectern, microphone and/or stage?
 - Do you need flipcharts, white boards, pens, and paper??
 - Will you need a phone for any phone conferencing during your event?
 - What AV needs will your Guest Speaker need?
 - Do you need internet service in the meeting space?
- Do you need to have any supplies delivered to the hotel before your meeting?
- Off-site activities
- Teambuilding activities

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Billing

- Who is responsible for payment of guest rooms and meeting space?
- How will incidentals be handled?
- How will final payment be made?
- Who is authorized to make changes that could result in additional charges?
- Is an advanced deposit required? Due date?

Add your own notes and To-Do's:

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