GREAT WOLF LODGE®
GROUPS & MEETINGS
Plan on it.

Meeting Planner Post Event Checklist

Your meeting has ended. Congratulations! Now it is time to sit down and review your successes and future opportunities while it is fresh in your mind. This checklist will help you in your evaluation and in planning for next year's event.

- ☐ Was the on-site registration handled efficiently?
- ☐ Did the program stay within budget?
- ☐ Was the room block filled?
- ☐ Were meals guarantees accurate?
- ☐ Were meals and breaks delivered on time?
- ☐ Were the meeting room (s) set up correctly?
- ☐ Were the speakers engaging, interesting and informative?
- ☐ Did the A/V equipment function properly?
- ☐ Were themed events appropriate and well executed?
- ☐ Were the activities both on and off-site well attended and received?
- ☐ How soon did registration for the event start to come in after inviting potential attendees?
- ☐ Did attendance grow over the previous year?
- ☐ How well attended were the breakout sessions? Did attendees stay until the end of the session?
- ☐ Were session topics relevant to the meeting?
- ☐ Was enough food served and well received?
- ☐ Were giveaways and promotional activities well received?
- ☐ Was the location of exhibition space convenient to the meeting space?
- ☐ Was there adequate time for booth set-up and take down?
- ☐ Were exhibits educational and pertinent to attendees?
- ☐ Was parking adequate?
- ☐ Were staff members well briefed on their assignments?
- ☐ Meet with staff to get their feedback and comments
- ☐ Meet with the hotel staff to collect evaluations and post-conference notes
- ☐ How did both your staff and hotel staff address attendee problems and complaints?
- ☐ Was security well placed, visible and professional?
- ☐ Have you secured your dates and space for next year at Great Wolf Lodge?

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Add your own checklist questions and notes:

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