

Meeting and Event Check List

Define:

The purpose and objective of the meeting	
The members of the project team/event committee	
Work out a preliminary programme/agenda	
When do you want it to take place? (consider meeting clashes, national/school holidays etc.)	
Where do you want the event to take place? (consider parking, transportation, accessibility)	
Budget?	
How long do you want your event to be?	

Determine:

Preferred dates and available optional dates	
Number of delegates, seating format and size of meeting room(s) and other facilities needed each day	
Need for breaks, lunches, dinners, receptions etc	
Number and standard of bedrooms each day	
Delegate list	
Research/appoint an Production Company	
Visit potential venues: <ul style="list-style-type: none"> • Which facilities will best accommodate your event • Which meeting space can hold delegates in determined seating (cabaret/theatre/classroom/U Shape) and stage set etc. • Which will best live up to the expectations of the delegates • Whom will be the best partner to work with • Which venue best meets your budget 	

6 to 12 Months:

Get cost estimates (Venue, F&B, AV Production etc.)	
Confirm venue and sign contract	
Invite/confirm VIPs and speakers	
Create theme/strap line/logo for event	
Get biographical information on VIPs, Chairs and Speakers (if required)	

3 to 6 Months:

Begin monthly event project meetings (c/w Production Co. & DMC)	
Review design for invitations, programs, posters etc.	
Prepare final copy for print items	
Attend tasting at the venue for the event catering	
Finalize audio/visual contract	
Select/order awards (if required)	
Create website for delegate registration	

MEDIA

2 Months Ahead

Mail invitations	
Finalize transportation/hotel accommodations for staff, VIPs, delegates	
Review needs for signs at registration, directional signage, etc.	

1 Month Ahead

Confirm staff for registration, hosting, other	
Write to VIPs and speakers, confirm participation and travel details	
Complete list of contents for VIP welcome packets (if required)	
Get enlarged site plan/room diagram, assign seats/tables	
Give estimate of guests expected to caterer/food service	
Review script/timeline	
Confirm transportation schedules: airlines, trains, buses, cars, limos	
Confirm hotel accommodations	
Prepare transportation and accommodation list (include arrival time, flight number, airline, person assigned to meet flight)	
Schedule rehearsals	

1 Week Before

Confirm attendees	
Finish seating/table arrangements	
Finalize registration staff	
Distribute seating chart, assignments to hosts/hostesses	
Finalize catering requirements with venue	
Establish amount of petty cash needed for tips and emergencies	

Event Day:

Go over all the final details with caterer and setup staff	
Setup registration area	
Check sound/light equipment and staging before rehearsal	
Hold final rehearsal	