



Planning Timeline

3 WEEKS PRIOR TO ARRIVAL

- Confirm menus, room setups and supplies in writing with your Conference Planner
- Order signs and printed materials
- Check with presentation speakers regarding the process of their presentations, audio visual and logistic arrangements
- Submit rooming list with e-mail addresses for all attendees, no later than the contracted cut-off date. Specify any VIP(s) within the group

1 WEEK PRIOR TO ARRIVAL

- Ship materials to arrive 24 hours prior to your arrival, and confirm with your Conference Planner the details of shipment(s).
- Confirm all audio/visual requirements
- Make arrangements and labels for all shipping materials to be sent back to your office after the meeting
- Confirm your food and beverage counts for meal functions 72 hours prior to arrival
- If applicable, submit final payment prior to arrival

UPON ARRIVAL

- Review meeting details and walk through meeting space with your Conference Planner
- Notify your Conference Planner of any last minute changes in your plans or requirements
- Verify the credit card authorization form on file will be used for final payment. If not, confirm payment plans with your Conference Planner

MEETING DAYS

- Notify your Conference Planner of any last minute changes in your plans or requirements
- Sign banquet checks each day to confirm scheduled and on-site expenses

UPON DEPARTURE

- Meet with your Conference Planner to review your sessions and final bill