

Meeting Planner Checklist

In order to ensure smooth planning for your upcoming conference, please refer to the following schedule for important dates:

120 Days, 90 Days and 60 Days Prior to Group Arrival

- ❑ Review the Hotel Contessa contract and adjust room block as needed. **ALL** revisions must be submitted in writing.

45 Days Prior to Group Arrival

- ❑ Finalize meeting room and audio visual requirements for general session and breakouts.
- ❑ Finalize meal times and evaluate attendance for conference dining and/or private receptions and dinners.
- ❑ Determine decorations and entertainment needed for dining and meeting functions. Plan for themes where appropriate.
- ❑ Submit a tentative agenda to your Conference Planning Manager.
- ❑ Determine if you will require VIP gifts or amenities for attendees.
- ❑ Finalize details for golf, or other group recreation/teambuilding.
- ❑ Finalize details for off-property group functions (i.e., off-site dinners, tours).

30 Days Prior to Group Arrival

- ❑ Final review of Hotel Contessa contract and previously adjusted room blocks.
- ❑ Submit a complete list of attendees requiring overnight accommodations with appropriate arrival and departure dates. Special requests should be indicated on this list and are granted on a first-come-first-served basis.
- ❑ Finalize all beverage/menu selections for private receptions and dinners.
- ❑ Finalize billing arrangements by completing the Master Account Authorization form.

2 Weeks (14 Days) Prior to Group Arrival

- ❑ Finalize group transportation requirements for airport arrivals and departures.
- ❑ Review Meeting Plan of Event Orders (which will be provided by your Conference Planning Manager) and make any final revisions. A signed copy must be on file prior to the group's arrival.
- ❑ Review any major secretarial services required for your program such as copying, collating, name badges, signs, etc. Submit project to the Conference Concierge.
- ❑ Prepare supplies to be shipped to the Hotel Contessa.

3 Business Days Prior to Arrival

- ❑ Guarantees for **ALL** group functions must be submitted by *10:00a.m.* If the guarantee is not received in time, the highest estimate will be used for set-up and billing purposes.

Let us take care of the rest!