



Meeting Planning Checklist

- Determine conference goals and objectives
- Identify possible dates for the meetings. (Date flexibility will aid in locating space and obtaining the best value.)
- Prepare meeting outline to include meeting space requirements (general session, breakout rooms), sleeping room block requirements, food and beverage requirements, audio visual requirements, etc.
- Contact accommodations unlimited to begin "leg work" on researching venues meeting the meeting room requirements.
- Review information provided by accommodations unlimited regarding the available venues.
- Narrow down potential sites.
- Begin site negotiations with potential sites.
- Conduct site inspections as necessary.
- Negotiate rates, sign agreement with hotel.
- Establish strategy for promoting meeting.
- Solicit potential event sponsors
- Compile mailing lists for potential attendees
- Set preliminary budget
- Establish registration fees and policies



Accommodations
unlimited
"We Do The Legwork"

- ___ Invite and confirm speakers
- ___ Negotiate food and beverage menus and pricing
- ___ Send out meeting announcements
- ___ Finalize materials and call for papers
- ___ Prepare conference brochure
- ___ Establish awards, gifts, amenities.
- ___ Select papers for presentation
- ___ Mail out meeting brochure and invitations
- ___ Process registration forms as received; send confirmations
- ___ Determine final meeting program and schedule for events
- ___ Order conference packet
- ___ Order on site office equipment and furniture
- ___ Order gifts, awards, amenities
- ___ Review guest room pick up
- ___ Review and confirm meeting space assignments and food and beverage orders
- ___ Order decorations, signage, banners
- ___ Prepare and print conference evaluation forms
- ___ Prepare and print on site registration forms



Accommodations
unlimited
"We Do The Legwork"

- ___ Confirm audio visual requirements
- ___ Print materials and hand outs
- ___ Arrange staff and VIP housing
- ___ Print program
- ___ Print list of pre-registrants
- ___ Prepare registration packets
- ___ Finalize food and beverage guarantees
- ___ Pack and send conference materials for shipment
- ___ Prepare badges
- ___ Schedule pre conference meeting with hotel and suppliers
- ___ Finalize agenda

On site

- ___ Receive and inventory all shipments, equipment and supplies
- ___ Review all VIP arrangements
- ___ Set up conference office
- ___ Conduct pre-conference meetings and daily meetings with staff on site
- ___ Review daily invoices
- ___ Confirm and monitor pick up of all rental equipment and supplies



___ Arrange for return shipment of all materials

___ Conduct post conference wrap up meeting

At end of meeting

___ Pack and inventory all materials

___ Reconcile all invoices

After meeting

___ Prepare and mail thank you letters

___ Prepare and mail final attendance list

___ Prepare final meeting report

___ Schedule payment of all invoices

___ Prepare financial reports