



## Meeting Planner's Facility Layout Checklist

- Does the general layout offer convenient access to all pertinent areas of the facility?
- Is the check-in area conveniently close to the drop-off area?
- After check-in, is it easy and convenient to get to sleeping rooms?
- Are the meeting rooms within a five-minute walk from the sleeping rooms?
- If the facility features cottage accommodations, are they convenient to the main building and meeting rooms?
- Is transportation from cottages, if required, accessible and convenient in all weather?
- Are all the meeting rooms within close proximity of each other?
- Is it necessary to ride an elevator to get from the sleeping rooms to meeting rooms, or from one meeting room to another?
- If so, are the elevators conveniently located?
- Are there a sufficient number of elevators and are they fast enough?
- Are the public toilets conveniently located?
- Can they adequately accommodate a general session recess?
- Are there an adequate number of public telephones and are they conveniently located?
- Are the restaurants conveniently located?
- Are the shops strategically located and easily accessible?
- Are the recreational facilities, both indoor and outdoor, easily accessible?

- Are the parking lots convenient to the hotel and meeting areas?
- Welcome letter from high-ranking officer
- Detailed convention program and schedule
- Name tags: color coded to identify different registrants
- Badge holders designed for both male and female clothing
- Badge ribbons to identify speakers, officers, special guests, special committee members and VIP's
- Flyers describing special events
- Meal and special event tickets
- List of attending delegates
- List of exhibitors
- List of VIP's and award winners
- List and biographies of speakers and entertainers
- List acknowledging special contributors and sponsoring parties
- Page explaining hotel charges, telephone charges, billing, tipping, checkout procedures and ground transportation schedules
- Booklet or flyer on local history and local customs
- List of local restaurants and places of interest
- Map of area
- Note pad, pencils or pens
- Optional token gifts (ex: printed shirts, hats, towels, sunglasses, local memorabilia)
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

### **Session Room Set-Up, Continued**

- Will the presenter be offering products for sale (books, etc.)?
- If yes, do you know how they will be handled?
- Will evaluation forms be used at the presenter's session?
- If yes, do you know how these forms will be handled?

### **Presenter's Preparations**

- Are you prepared to answer questions about aspects of your meeting such as its purpose, theme, audience make-up, and other programs?
- Are you knowledgeable of the presenter's assignment and your organization's expectations for their session?
- Is there someone else in your organization who needs to speak with the presenter before their program?
- If yes, have you coordinated a scheduled meeting?
- Have you given the presenter the names and phone extensions of people he or she might need to get in touch with?
- Have you scheduled a convenient time for the presenter to see the room and stage set-up?
- Has the presenter done a sound check and tested all the other technical equipment?
- Did you ask the presenter if they need a room in which to rehearse?
- If yes, have you arranged a time and place to do so? (The presentation room is usually best)
- Have you confirmed with the presenter the starting time of their program?
- If there is a speaker's ready room, have you shown the presenter where it is?
- Does the presenter know when you expect them to be in the session room, ready to go, before the program?
- Have you discussed with the presenter when they are expected to end their presentation and be off stage (regardless of starting time)?

## Post-Program Arrangements

- Is the balance of the presenter's fee (a check in an envelope) ready for handing to the presenter right after their program?
- Do you know who is responsible for the check and who will be giving it to the presenter?
- Have you arranged and confirmed the presenter's transportation back to the airport?

*Have a wonderful and  
successful event!*

