

# Darryl Davis



## Meeting Planner's Presenter's Host's On-Site Checklist

Meeting Site: \_\_\_\_\_ Session Date: \_\_\_\_\_

Presenter: \_\_\_\_\_ Hotel Rm. #: \_\_\_\_\_

Meeting Room: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

### Room Arrangements

- Are the presenter's sleeping room reservations in order?
- Are their accommodations convenient to the meeting room?
- Have you pre-registered the presenter and are their room keys ready and waiting?
- Have you confirmed that the presenter's room and meal charges are on the master account?
- Have you arranged for a fruit basket, cheese platter, mineral water or other welcoming gift to be pre-set in the presenter's room?
- Is there a handwritten note accompanying the welcoming gift?

### Travel Arrangements

- Have you confirmed the presenter's arrival and departure times?
- Have you checked and confirmed airport pick-up and ground transportation?
- Have you arranged for the presenter to be met at the airport, if need be?
- Are you scheduled to greet the presenter upon their arrival at the hotel?
- Are the presenter's convention packet and name tag ready?

## Pre-Program Arrangements

- Have you introduced the presenter to other key people at the meeting? (CEO, VPs, MC, etc.)
- Do you have a list of the meals, social, recreational, and business functions you'd like to invite the presenter to?
- Have you also extended the invitation to the presenter's spouse or travelling companion(s)?
- Have you scheduled yourself or someone else to escort the presenter to and from meals, social, recreational, and business functions?
- Have you given the presenter the appropriate tickets, coupons, and passes for these events?
- Have you assured the presenter that you are there to assist them in any way and that they should not hesitate to call upon you?

## Session Room Set-Up

- Are the presenter's A/V and other technical requirements in order?
- Do you have a handy contact list for the following:

**A/V Technician:** \_\_\_\_\_

**Engineering Dept.:** \_\_\_\_\_

**Banquet Manager:** \_\_\_\_\_

**Room Set-Up Manager:** \_\_\_\_\_

**Security:** \_\_\_\_\_

**Other:** \_\_\_\_\_

- Have you recently coordinated the time and place of the presenter's session with the MC, introducer, room monitor, ushers, projectionist, and technical people?
- Does the room monitor have an extra copy of the presenter's introduction?
- Will the presenter be using handouts?
- If yes, do you know where the handouts are and how they will be handled?

### **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!*

