

## **CONFERENCE CHECKLIST**

## **ON SITE CONFERENCE**

Date Due	Completed	Person	
			Arrive early and post signs
			Take to registration area:  Badges Pencils, pens Laptop Badge computer Power cords for electronics Cash box receipts Brochures Area maps Facility floor plans Office supplies, stapler, scissor, tape, etc.
			☐ Change fund
			Set-up registration desk
			Confirm GLCVB Services/Information booth is ready
			Check room arrangements and food & beverage with facility staff
			Review audio visual equipment with technician
			Establish message center
			Check coat rack arrangements
			Monitor program to stay on schedule with agenda
			Assist with evaluation procedures
			Review facility charges after each banquet event and at the end of each day
OTHER COMM	MENTS:		

