



FACILITY GUIDELINES

| Due Date | Date Completed | Person Responsible |
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Schedule site visit

Read and sign contracts with facility

Confirm hotel room rates - 12 months in advance of meeting date

Provide facility most recent conference history - 12 months out

Plan menus – 6 weeks in advance (breaks, meals, receptions, hospitality suites)

Provide facility with printed program - 60 days prior to arrival

Confirm meeting and banquet room set ups – 30 days in advance:

- Table and chair configuration
- Audio visual and technological needs
- Registration area
- Exhibits, literature tables
- Break/Refreshment table
- Lectern and/or riser needs
- Confirm needs met speaker expectations
- Confirm facility signage needs
- Coat rack arrangements
- Prepare tax exempt form, if needed
- Billing arrangements confirmed

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Review and sign hotel banquet event orders – 3 weeks in advance

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Schedule a pre-conference meeting with facility staff, and provide them with a list of VIPs – 30 days in advance

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Hotel room block release date – 30 days in advance:

- Speaker reservations confirmed
- VIPs confirmed
- Verify how many rooms have picked up
- Guarantee or release remaining rooms

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Provide facility with meal guarantees (_) full business days in advance of meals (see contract)

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Confirm any last minute banquet event order revisions (see contract)

OTHER COMMENTS
