

OFFSITE MEETINGS CHECKLIST

- Determine Date (and Alternate Dates) for your program.
- Is there a Guest Speaker? Confirm dates Guest Speaker is Available.
- Determine Program Format and Budget Breakdown for the Following:
 - Guest Rooms
 - Meeting Space
 - Food & Beverage
 - Audio/ Visual Services
- Decide on Destinations under Consideration
- Determine Guest Room Needs
 - How Many Guest Rooms are Needed per Night
 - What is the Breakdown of Singles, Doubles, Suites
 - Will you need any handicap accessible rooms?
 - Do any or all of the Rooms Need to be on the Same Floor
 - How Will Guest Room Reservations be made? Will Attendees call in or will Reservations be made by one Person?
 - Date the Hotel Needs Rooming List

- Will Meeting Space be needed?
- Determine Daily Schedule for Meeting
 - Size of Room Required
 - Hours Needed; Is this the same for Every Day?
 - How Many People in Meeting Room
 - Preferred Seating Arrangement (Reception, Theatre, Classroom, Hollow Square, Amphitheater)
 - Breakouts Needed
 - Do you need Vendor or Exhibit Space
- Offsite Activities
- Teambuilding
- Will Food & Beverage be needed?
 - What is the number of people to served and the times requested
 - Review F & B Menus and Choose Selections
 - Are Coffee and Water Services desired throughout the day?
 - Any Special Dietary Requirements
 - Separate Meal Rooms needed?
 - What are the Service Charges
- Will Audio/ Visual Services be needed?
 - Do you Need a Podium, Microphone, Stage
 - Do you need flipcharts, white boards, pens, paper
 - Do you need a Phone with a Speaker or Phone Conferencing
 - What Time will A/V Set-up Room
 - Do you need Internet Service in Meeting Room

- Do you need a Separate Office for Staff
- Does your require parking or Valet?
- Do you need airport transportation?
- Do you have any Special Accessibility Needs in any guest rooms, meeting space, etc?
- Do you need to have supplies delivered to the hotel before your meeting?
What are their delivery hours and charges
- Who is Responsible for payment of Guest Rooms and Meeting Space
- How Will Incidentals be handled?
- How Will Final Payment be made? Check, Credit Card, Etc
- Who is authorized to make changes that could result in additional charges?
- Is an Advanced deposit required and by what date?
- Would you like to set-up a Master Bill? If so, what charges can be added to it and who is authorized on it?

Add your own notes and To-Do's Here:

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- _____
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Compliments of:

