PLANNING TIMELINE
This timeline provides a checklist for your program. Adapt it to your own particular needs —
establish your own “ideal” and “can’t-miss” due dates.

FROM 3 MONTHS OUT, OR AT TIME OF BOOKING
- Determine the objective of the meeting and develop
  the program and budget.
- Book meeting site and support services. (Check
  calendar of local events to avoid conflicting or
  inappropriate dates.)
- Send letters of agreement to hotel and suppliers.
- Set up master account for your meeting charges with
  the hotel (authorize who can sign charges).
- Invite speakers and inform them about your
  attendees and the facilities of the hotel, including
  audiovisual capabilities.
- Notify attendees.
- Make travel arrangements.

AT LEAST 5 WEEKS BEFORE YOUR MEETING
- Confirm menus, room setups and supplies in writing
  with your event manager.
- Monitor speakers’ presentation development and offer
  assistance in reproducing any handouts.
- Order signs and printed materials.
- Mail attendees the agendas, suggested dress and
  other instructions.
- Order gifts and amenities. Arrange deliveries of gifts
  (and meeting registration materials) with your hotel
  contact.

AT LEAST 3 WEEKS BEFORE YOUR MEETING
- Check with your speakers regarding the progress of
  their presentations, audiovisual and logistical
  arrangements.
- Submit rooming list to hotel and confirm arrange-
  ments for amenities.

AT LEAST 1 WEEK BEFORE YOUR MEETING
- Ship materials to arrive 24 hours before your arrival,
  and confirm arrival before leaving your office.
- Confirm all audiovisual requirements and
  produce slides.
- Make arrangements for shipping materials back to your office after the meeting.
- Confirm (72 hours in advance) your meal and
  beverage counts for the first day food functions.
- Take a complete master set of all handouts with
  you. (If your shipment of materials is lost or
  delayed, you can arrange to have your master set
  photocopied.)

UPON ARRIVAL
- Review details and walk through your meeting space
  with your property event manager.
- Personally inspect shipped materials to be sure that
  all of your items have arrived and that they are in
  good condition.
- Check the hotel function board and front desk for
  posted times and locations of your functions.

MEETING DAYS
- Check function space one hour in advance.
- Notify your event manager immediately of any
  changes in your plans or requirements.
- Sign banquet checks each day and keep an ongoing
  record of your on-site expenses.

CONCLUDING A SUCCESSFUL MEETING
- Meet with your event manager to review your
  sessions, charges and receipts.
- Share with your event manager the names of
  personnel who have provided extraordinary service.