

Meeting Planner Checklist

In order to ensure smooth planning for your upcoming conference, please refer to the following schedule for important dates:

180 Days, 90 Days, 60 Days and 30 Days Prior to Group Arrival

- Review your contract and adjust room block as needed. **ALL** revisions must be submitted in writing.

45 Days Prior to Group Arrival

- Finalize meeting room and audio visual requirements for general session and breakouts.
- Finalize meal times for conference dining and/or private receptions and dinners.
- Submit a tentative agenda to your Conference Planning Manager.
- Determine if you will require VIP gifts or amenities for attendees.
- Finalize details for golf tournament, tennis tournament or other group recreation.
- Finalize details for off-property group functions (i.e., off-site dinners, tours).

30 Days Prior to Group Arrival

- Submit a complete list of attendees requiring overnight accommodations with appropriate arrival and departure dates. Special requests should be indicated on this list and are granted on a first-come-first-served basis.
- Finalize all beverage/menu selections for private receptions and dinners.
- Finalize billing arrangements by completing the Master Account Authorization form.

45 Days, 30 Days, 15 Days Prior to Golf Events

- Golf tee time guarantee is due. Cancellation or reduction of the contracted number of tee times must be received in writing according to the number of tee times and the guarantee schedule in your contract.

2 Weeks (14 Days) Prior to Group Arrival

- Finalize group transportation requirements for airport arrivals and departures. A group manifest or Individual Transportation Form must be submitted no later than one week prior to arrival.
- Review Meeting Plan of Event Orders (which will be provided by your Conference Planning Manager) and make any final revisions. A signed copy must be on file prior to the group's arrival.
- Review any major secretarial services required for your program such as copying, collating, name badges, signs, etc.
- Prepare supplies to be shipped to Lansdowne.

3 Business Days Prior to Arrival

- Guarantees for **ALL** group functions must be submitted by 12:00pm. If the guarantee is not received in time, the highest estimate will be used for set-up and billing purposes.