



Meeting Planner Checklist - These tips are not all inclusive. You may have additional questions related to your specific group event.

Basic Planning Tips

- Determine date(s) and time(s) of the meeting(s), and if possible a set of alternative date(s) and time(s).
- Decide on the destination city.
- Will guest rooms be needed? If so, how many?
- Will meeting space be needed?
- Will food & beverage be needed?
- Will audio/visual equipment be needed?
- Determine the total budget spend for the meeting(s). Break down the budget to allow for:
 - Guest rooms
 - Meeting space
 - Food & beverage
 - Audio / visual equipment rental
- If the meeting is more than one day, determine the daily schedule.

Finding a Hotel/Facility

- Contact Visit Chicago Southland for meeting/hotel facility information. Visit Chicago Southland will be glad to assist with bids, facility selection and site visits.

Ask about current Visit Chicago Southland booking incentives and grant programs.

Guest Rooms

- How many guest rooms will be required for each night of the meeting?
- What is the breakdown number of singles, doubles, and suites? Inquire about the different room types offered by the hotel.

- Are these counts estimates or exact?
- How many people will occupy each room?
- What is the budgeted guest room rate?
- Are connecting rooms required or would you prefer to have rooms with no connecting doors?
- Do all or any of the rooms need to be on the same floor or near each other?
- Determine how guest room reservations for the group will be made. Will each attendee be responsible for making their own reservations or will reservations be handled by one person?
- Ask the hotel to create a free customized personalized online group page for the event. Give the URL to team members allowing them to book their reservations quickly and easily.
- OR use the group code, supplied by the hotel.
- Ask the hotel when names for all of the guest rooms are due by.
- After check-in, ask the hotel sales manager for a copy of the room list complete with guest names and room numbers. This will allow you to know where everyone is in case of an emergency.

Meeting Space

- Use the meeting arranger (available thru Visit Chicago Southland) to determine the appropriate meeting room size needed for the meeting.
- Is the meeting room separated from adjoining rooms? Are there solid walls, sliding panel or air walls? View the hotel's meeting space floor plan images, where applicable.
- Determine the full duration of the meeting.
- If the meeting is scheduled over several days, are the start and end times different for each day?
- Determine the number of people attending.
- What kind of seating arrangement is needed? (Reception, Theatre, U shape, Classroom, Conference, Banquet and Hollow Square)
- Prepare name tents or plates for attendees if a seating plan is required.
- Determine what type of Audio/Visual equipment is required and if the hotel has any package offers.
- Will a podium and microphone be needed?
- Determine the agenda.
- Will flip charts, white boards, notepads, pens, and markers, etc be needed? Does the hotel provide a complimentary meeting package for basic items?
- What types of meeting packages does the hotel offer?
- Request equipment be set up and the room prepared before the meeting is scheduled to begin.
- Is a phone with a speaker needed? Is there a charge for phone conference dialing?
- Is wireless internet access provided?

Food and Beverage

- Determine the number of people to be served at the meeting and at what times.
- Determine menu and beverage choices.

- Will your attendees require food & beverage during the meeting or during breakouts?
- Is a separate room needed for breakouts or is the preference to be served in the meeting room?
- If food & beverage is going to be served during the meeting, can it be served with minimal disturbance?
- Will coffee and/or water be needed throughout the meeting?
- Advise the hotel of any special dietary requirements for people attending the meeting.
- Determine the food and beverage service charges.

Billing and Payment

- Who is responsible for the payment of guest rooms and the meeting room?
- How will incidentals (phone calls, room service, etc.) be handled?
- How will final payment be made? Credit card, check, etc?
- Who will be authorized to make changes for the meeting that would involve extra charges from the hotel?
- Is an advanced deposit required? If so, is there a payment schedule?
- Would you like to set up a master bill with the hotel? If so, what charges will be added and who is authorized to make those charges?

Additional Basic Tips

- Check the available parking at the hotel. Is there a cost?
- Is transportation available to and from airport? Is there a schedule or will you need to make reservations? Is there a charge?
- Let property know of accessibility special needs for guests' rooms, public areas or function rooms.
- Ensure hotel is fully aware of the delivery and collection times planned by all outside vendors.
- What business office services are offered by the hotel, such as making copies, and what is the charge?
- Check out things to do in the area before or after the meeting.

Notes
