

Convention Checklist

LANCASTER COUNTY
CONVENTION CENTER

This handy checklist includes important information and details that can “make or break” a successful meeting. Early planning is the first step to success ... this checklist can lead the way!

Tips include:

- Planning meeting objectives, schedule of activities and budget.
- Designing announcements, publicity and mailings for delegates. Setting deadlines.
- Developing an information sheet for each function: meals, tours, spouse programs, hospitality rooms, etc.
- Planning registration procedures and materials.

Group/Travel Information

ATTENDANCE

Total members expected _____

Total guests expected _____

Total spouses, family members _____

Approximate number of rooms needed:

Single _____

Double _____

Suites _____

Room rates/range \$ _____

Policy of hotel regarding confirmation of reservations, deposits, room block cut-off (release) date, complimentary room policy: _____

TRANSPORTATION

Arrangements needed for transportation from airport:

Limousines _____

Taxis _____

Shuttles _____

Buses _____

Early/late arrivals _____

Private cars _____

Buses for tours and off-site functions _____

Do you need meet/greet services at airport?

own personnel _____

hired personnel _____

DATES

Most of group will arrive _____

Most of group will depart _____

Uncommitted rooms released _____

Convention registration cut-off date _____

Hotel registration cut-off date _____

Arrangements for early/late arrivals _____

COMPLIMENTARY ACCOMMODATIONS

Number of each room type needed:

Single _____

Double _____

Suites _____

Room rates confirmed _____

Bars, snacks, complimentary buffets _____

Transportation _____

REGISTRATION FORM

See checklist (next page) for items to include on form.

Items to include on Registration Form

Use this checklist to prepare registration and promotional materials.

- Name of meeting
- Date of meeting
- Place of meeting
- Delegate name, address, telephone no.
- Name of spouse, if attending
- If sharing room, roommate's name, etc.
- Hotel(s) name, address, phone, fax, room rates
- Cut-off date for hotel registration for group room rates
- Cut-off date for delegate registration for conference
- Late registration fees, if any
- Where to mail hotel registration
- Explain alternate/overflow hotel
- Where to mail conference registration form
- Cost of conference alone
- Advance payment necessary?
- Check payable to?
- Credit cards accepted? Number/Exp. dates.
- Description and cost of special activities or tours
- Number planning to attend each tour
- Description and cost of spouse program
- Number planning to attend
- Description and cost of pre/post convention tours
- Number planning to attend
- Cost of transportation from airport to hotel and by what means
- Check-in/out hours at hotel
- Registration hours and location for on-site conference registration
- Time of arrival and departure
- Refund policies
- Hotel deposit information will be sent with hotel confirmation from hotel or convention bureau

Meeting/Event Information

FINANCES

Who has fiscal responsibility? _____

Are sponsors needed? _____

Budget \$ _____

Deposit receipts _____

Record keeping _____

Payments _____

Final statement _____

Arrangements handled by:

Destination Management Company _____

Own personnel/volunteers _____

GUEST SPEAKERS & VISITORS

Invitations to local dignitaries/speakers

Invitation(s) accepted _____

Tickets provided

Lodging provided/for spouse _____

Welcome, host arranged, airport transportation or directions provided _____

Name tags/ribbons prepared

Biography

Honorarium required _____

Honorarium paid _____

Special equipment needs _____

Photocopy/print handouts

EQUIPMENT & FACILITIES

Make list of all equipment needed

Make list of all organizational supplies

Make list of all items to be rented with prices

Equipment operators _____

Photographer/Stenographer _____

Signage:

Registration _____

Directional _____

Welcome _____

Flags/banners _____

Lights:

Spots _____

Floods _____

Other _____

EQUIPMENT & FACILITIES (CONT.)

Projection equipment:

Movie _____

Slide _____

Overhead _____

Video _____

Computer _____

Video:

VHS _____

1/2" _____

Recorder or playback _____

Monitor _____

Camera _____

Tape _____

Audio:

Tape recorder _____

Cassette _____

Blank tape _____

Microphone _____

Sound system _____

Miscellaneous:

Chalk board _____

Flip chart _____

Chart stand _____

Screens _____

Lectern _____

Extension cords _____

CD player _____

MEETINGS

Make list of dates and times of each

Make list of room sizes needed for each and setup (theater, banquet, schoolroom, hollow square, etc.)

Record names and cost of rooms

Room needed for office/conference headquarters _____

When rooms can be set up _____

Make seating plan for each room (skirted tables, etc.)

Speaker's tables/needs _____

Exhibit areas/needs _____

Microphone type, podium, staging, lectern, water pitcher/glasses _____

Pencils, notepads, handouts _____

Review equipment checklist above for other needs

Mark location of restrooms and smoking areas

Signs, flags, banners placed correctly

Arrangements for breaks/meals (how many & locations)

Meeting/Event Information

FOOD SERVICES

Determine the number of breakfasts, lunches, dinners, receptions, banquets, breaks with their dates and times. You will need the following details for each:

- Theme
- Budget/cost
- Hosted or cash bars
- Menu selection/special dietary needs
- Is meal served in same room or another
- Room format
- Tickets
- Change/receipts
- Ticket takers or hostess at door
- Checklist of names paid/unpaid
- Head table arrangements
- Place cards
- Complimentary meals
- Date for guarantee
- Decorations

(Always remember to review special equipment needs for each.)

REGISTRATION TABLE/ON-SITE CHECK IN

Time _____

Location _____

Signs _____

Personnel:

own _____

hired through visitors bureau _____

Number of skirted tables/chairs _____

Number of typewriters or computers _____

Alphabetical quick checklist of registered delegates

Registration packets, Name tags _____

Telephones, Walkie Talkies _____

Delegate gifts/mementos (likewise gifts for speakers or dignitaries) _____

Pencils, pens, stapler, scissors, pads, wastebaskets, cash box, filing boxes if needed _____

Tickets for events _____

Change & receipts, if selling tickets on-site _____

Policy on refunds and accepting checks/credit cards _____

REGISTRATION TABLE/ON-SITE CHECK IN

If not in registration packets, visitors guides, maps, or other area collateral supplied by the convention & visitors bureau _____

Sewing repair kit & safety pins _____

Who sets up registration/who closes daily and where money & materials are stored _____

Who makes policy decisions during registration _____

MARKETING & PUBLICITY

Develop a plan for both

Obtain local area media list and media kit (to reach both delegates and press) from PA Dutch Convention & Visitors Bureau

Design brochures/flyers/write press releases.

Use collateral from PA Dutch Convention & Visitors Bureau

Develop budgets

Define your target audiences _____

Prepare mailing lists

Link web site to www.lancasterconventioncenter.com

Need videos, photos, slides or a logo slick _____

Make follow-up calls to city editors (and/or to radio and TV program directors) once press releases are sent out
If you are advertising anywhere:

budget _____

ad preparation _____

Need photography during conference for post-meeting news releases or for your organization's newsletter to members or for gifts _____

Remember to utilize the resources and services supplied through the Director of Convention Services at the PA Dutch Convention & Visitors Bureau.

Also remember to work closely with your hotel sales manager and the hotel catering/convention services manager.
Keep names and phone numbers handy.

HAVE A WONDERFUL MEETING!