

Food and Beverage Arrangements

- Estimated attendance
- Table linen color choices
- Centerpieces & decorations needed for head & buffet tables
- How many places are required at the head table
- Will the head table be on a platform
- Is a floor or table lectern needed
- Where should it be placed
- Microphone needed
- If so, what type and where
- How much time is needed for set up
- When will the room be accessible

Checklist

- Are meals to be served at the head table, or will dignitaries take their places from reserved tables after the meal?
- If service is buffet style, are head table guests to serve themselves, or are servers to prepare their plates?
- If meal tickets are to be collected, who will collect them and where, at the door or at the table? (Provide the caterer with a sample.)
- How are late arrivals without tickets to be handled
- Are tickets required for head table guests
- Is a registration or supply table needed outside the function room
- Is an award table needed behind the head table
- Are programs or menus to be placed on tables or chairs or distributed at the door
- Is a room needed for VIPs prior to the function
- Must special arrangements be made for guests with dietary restrictions
- Are there banners that need to be placed
- Is a coat check room needed?
- If awardees are seated in the audience, how will they approach the lectern
- Will a spotlight be used to illuminate their approach to the platform
- Is the master of ceremonies to be spotlighted
- Is the national anthem to be played
- In the United States, the American flag is required. (The American flag must always be displayed to stage right, and state flags to stage left.)
- Will there be an audiovisual presentation What type?
- Is background or dance music planned
- Will there be a show or entertainment (including a band) for which an additional stage or platform is needed If so, what size and height
- Are platforms and stages to be skirted and/or carpeted
- Are there lighted stairs with handrails
- Is a rehearsal planned When?

Checklist (cont)

- At what time will the doors be opened?
- What is the timing for all aspects of the event?
- Pre-program music, entertainment, meal service timing, formal program and presentations, dancing, etc.
- Where are the restrooms?
- What arrangements should be made to allow guests to re-enter the function room if door controls will be in place

Source: Professional Meeting Management, third edition, published by the Professional Convention Management Association

Conference Planning

Date	✓
Venue	✓
Agenda	✓
Invite Guest Speaker 1	✓
Invite Guest Speaker 2	✓
Invite Guest Speaker 3	✓
Inform Team 1	✓
Inform Team 2	✓
Inform Team 3	✓
Invite clients	✓
Head Count	✗
Advance payment for venue	✓
Balance payment for venue	✗
Catering services - menu	✗
Teaching aids - OHP - Board/Marker	✗

Conference Planning

