

# Booking the Facility and Coordinating Set Up

Name of the facility: \_\_\_\_\_

Address: \_\_\_\_\_

Contact person: \_\_\_\_\_

Checklist	Person Responsible	Deadline	Done
Book the facility			
<ul style="list-style-type: none"> <li>determine what is needed – banquet room, breakout rooms, trade show/display space</li> </ul>			
<ul style="list-style-type: none"> <li>send a letter of confirmation</li> </ul>			
<ul style="list-style-type: none"> <li>state date of use, price, cleanliness, what is included in the price, security access prior to event, set-up and take down times</li> </ul>			
<ul style="list-style-type: none"> <li>determine if there is in-house catering or not</li> </ul>			
<ul style="list-style-type: none"> <li>ask about a deposit and payment schedule</li> </ul>			
Provide facility manager with a set-up schedule and agenda			
<ul style="list-style-type: none"> <li>ask for day-of-event management contact information</li> </ul>			
Arrange the floor plan for sessions and tradeshow displays			
Plan the table arrangement			
<ul style="list-style-type: none"> <li>tables for speakers and late comers</li> </ul>			
<ul style="list-style-type: none"> <li>water on speaker's table</li> </ul>			
<ul style="list-style-type: none"> <li>resource and registration tables</li> </ul>			
Set up the signs			
<ul style="list-style-type: none"> <li>directional, breakout rooms, welcome, registration, and sponsors</li> </ul>			
<ul style="list-style-type: none"> <li>no smoking</li> </ul>			
Miscellaneous			
<ul style="list-style-type: none"> <li>registration table</li> </ul>			
<ul style="list-style-type: none"> <li>coat rack</li> </ul>			
<ul style="list-style-type: none"> <li>tablecloths</li> </ul>			
<ul style="list-style-type: none"> <li>podium/lectern</li> </ul>			
<ul style="list-style-type: none"> <li>microphones (numbers and type)</li> </ul>			
<ul style="list-style-type: none"> <li>washrooms</li> </ul>			
<ul style="list-style-type: none"> <li>decorations</li> </ul>			
<ul style="list-style-type: none"> <li>room temperature</li> </ul>			