

Meeting Management Timetable

Timetables vary depending on the size of the group, time of year, and facility used. The following timetable is based on smaller meetings, rather than a large, regional or national event.

9-12 Months Ahead

- select dates
 - select a hotel or other meeting facility
 - conduct a site inspection to look over the facility
 - book the meeting and banquet space
(*and sleeping rooms if necessary*)
 - prepare the preliminary budget
 - negotiate with facility and sign the contract
- begin program development

6-9 Months Ahead

- determine the theme of the meeting
- begin search for speakers
- plan business and social agenda

4-6 Months Ahead

- secure speakers
- review the program with the facility
- send first promotional mailing and registration form

3-4 Months Ahead

- review speaker's A/V needs and advise facility
- revise specifications with facility as necessary
- review/refine budget

2-3 Months Ahead

- send second promotional mailing
- select menus for food functions
- prepare signage
- confirm any special events

4 Weeks Ahead

- finalize agenda
- get speaker handouts
- send spec sheets to facility
- review facility banquet order and revise as necessary
- send confirmation letters to attendees

2 Weeks Ahead

- make photocopies of handouts
- prepare roster of attendees
- prepare badges

1 Day Before Meeting

- walk through the program meeting site
- review all set ups including the registration area
- hold pre-conference meeting with all appropriate facility personnel

Day of Meeting

- check accuracy of facility signs/directory
- locate lighting controls in each room
- check room set-ups and count chairs
- test all A/V equipment
- place handout materials in meeting rooms
- sign off on banquet invoices each day (if wait until later you may not recall what was served and for how many)

Meeting Fact Sheet

Gather all of your facts about your meeting so that you can easily give this information to prospective meeting facilities.

Name of Meeting: _____

Dates: _____ Contact: _____

	Main Meeting	Breakout	Breakout	Meal Functions
Date				
Time				
Type of Function				
Number of People				
Room Set up*				
A/V Equipment**				
Number of rooms				

***Room Set-ups**

- theater (rows of chairs facing in one direction, no tables)
- classroom (rows of chairs with tables to take notes on)
- hollow square
- rounds of 8 or 10
- stage with head table for 4
- podium or lectern
- table for handout materials in rear of room

****A/V**

- overhead projector and screen
- slide carousel with remote control at lectern
- flipchart and markers
- lectern microphone; lapel microphone; standing microphone on head table