

5 Step Conference and Meeting Planning Guide

Step 1 - Document The Plan

Event date or possible dates

Event duration and timings

Location options

Attendees

Min, max & likely number

Type of venue

Hotels, conference centres, unusual, historic, etc

Attendee requirements

Parking, transport access, diet, etc

Room layout

<input type="checkbox"/>	Boardroom	<input type="checkbox"/>	Classroom	<input type="checkbox"/>	Cabaret
<input type="checkbox"/>	Theatre	<input type="checkbox"/>	U-Shape	<input type="checkbox"/>	

Breakout rooms/spaces

Business facilities

<input type="checkbox"/>	Wi-Fi	<input type="checkbox"/>	Video Conference	<input type="checkbox"/>	Photocopier
<input type="checkbox"/>	Flipcharts	<input type="checkbox"/>	Whiteboards	<input type="checkbox"/>	

Food and drink

Breakfast, lunch, dinner, refreshments, drinks reception

AV equipment

<input type="checkbox"/>	Projector	<input type="checkbox"/>	Screen	<input type="checkbox"/>	Speakers
<input type="checkbox"/>	PA System	<input type="checkbox"/>	TV/DVD	<input type="checkbox"/>	

Communications

Graphics, handouts, name badges, invites, presentations, publicity materials

Leisure facilities needed

Accommodation requirements

Shared or single occupancy

Estimate the costs and set a budget

Per person or total budget

Step 2 - Get the plan approved

By whom and when by

Step 3 - Get proposals from venues

Recommendations, internet search, agents, the press
Score each venue against the plan

Step 4 - View / contact the best

2 or 3 options
Consider the cancellation policy
Negotiate the price or ask for extras

Step 5 - Book the venue

Check deposit payment needed