

## MEETING PLANNERS GUIDE

Careful Planning is the foundation that makes a successful meeting. This guide offers you, the meeting planner, a complete reference when planning your next program.

### MEETING ROOM SET-UP

Meeting Time: \_\_\_\_\_ to \_\_\_\_\_ Attendance: \_\_\_\_\_  
Theatre Style \_\_\_\_\_  
Classroom Style \_\_\_\_\_  
Conference Style \_\_\_\_\_ (No. of People)  
Banquet Style \_\_\_\_\_ Registration Table \_\_\_\_\_  
U-Shape \_\_\_\_\_ Head Table/Level \_\_\_\_\_  
Other \_\_\_\_\_ Head Table/Elevated \_\_\_\_\_

### REQUIRED MEETING ROOM ITEMS

Standing Podium \_\_\_\_\_ Projection Cart \_\_\_\_\_  
Lectern \_\_\_\_\_ Extension Cord \_\_\_\_\_  
Easel \_\_\_\_\_ Screen \_\_\_\_\_  
Flipchart/Markers \_\_\_\_\_ Risers (6 ft. x 8 ft.,  
Chalkboard/Chalk \_\_\_\_\_ adjustable to 16 in. or 24 in.) \_\_\_\_\_  
Wastebasket(s) \_\_\_\_\_  
Coat rack \_\_\_\_\_ Other \_\_\_\_\_

### \*BREAK ITEMS

Time: \_\_\_\_\_ (Morning) Time: \_\_\_\_\_ (Afternoon)  
Coffee, Tea, Decaffeinated \_\_\_\_\_  
Coffee, Imported Tea Selection \_\_\_\_\_ Soft Drinks \_\_\_\_\_  
Danish \_\_\_\_\_ Ice Cream \_\_\_\_\_  
Doughnuts \_\_\_\_\_ Fresh Fruit \_\_\_\_\_  
Juices \_\_\_\_\_ Special \_\_\_\_\_  
Unusual Break Items Available \_\_\_\_\_  
Water on table \_\_\_\_\_  
Pencil/paper on table \_\_\_\_\_

### ENGINEERING

Standing Microphone \_\_\_\_\_  
Podium Microphone \_\_\_\_\_  
Lavalier Microphone \_\_\_\_\_  
Flood Lights \_\_\_\_\_  
Special Sound System \_\_\_\_\_  
Engineer on Duty \_\_\_\_\_  
Other \_\_\_\_\_

### AUDIO-VISUAL EQUIPMENT

Overhead Projector \_\_\_\_\_  
16mm Movie Projector \_\_\_\_\_  
35mm Carousel Slide Projector \_\_\_\_\_  
Video Cassette Recorder/  
Playback Unit \_\_\_\_\_  
Video Monitor \_\_\_\_\_  
Other \_\_\_\_\_

There is a charge for all equipment/services provided by the hotel.  
A complete line of Audio-Visual equipment is available. All equipment must be ordered in advance, and there is a rental charge for all equipment ordered. Contact your salesperson for rental charges.

**ARE YOU FORGETTING?**  
**OVERNIGHT ACCOMMODATIONS**

Singles	_____	Arrival Time	_____
Doubles	_____	Departure Date	_____
Suites	_____	Departure Time	_____
Arrival Date	_____		
Cut Off Date			
for Reservations	_____		