



Logistics Checklist

Theme and logo

Initial invitation/teaser

- Incorporate theme
- Create excitement and interest
- Get the word out so attendees can block dates

Formal invitation with registration information

- Push theme
- Clear registration instructions
- Keep registration as easy as possible for attendee
- Inquire as to special hotel room requirements
- Inquire as to special meal restrictions
- Include detailed agenda
 - Help line #

Gather all flight arrival & departure information

- Arrival & departure day, date carrier, flight# and time

Send individual attendee confirmation documents

- Help line #

On-site attendees could receive—arrange for:

- In-room evening room amenities (i.e., welcome basket, nightly gift reflecting day's theme, themed note cards each night, etc.)
- Departure notices (arrange bag pull)

Registration/hospitality desk

- On-site check in area
- Updated finalized agenda
- Name badges (ability to change/add on site)
- Confirm room stay and departure info
- Welcome gift

- Review property layout and amenities
- Most important is the personal greeting
- Attendee roster

Negotiate preferred air carrier

Site selection

- Review all basics for site inspection with an eye on logistical, aesthetic, and content delivery
- Note distance from airport

Reserve hotel room block

- Secure pre and post extension as required for staff
- Note special VIP suite needs
- Meal function needs
- Detailed review of contract

Secure meeting space

- Insure availability for stage setup
- Speaker rehearsal rooms
- Work rooms
- Note VIP side meeting needs

Arrange all F&B

- Each event/meal function is unique to itself and an individual flow needs to be created for each event (lunches dinners, breaks, etc.) incorporating theme, quality, polished presentation and service
- Function space itself
- Music/entertainment
- Menu selection
- Seating arrangements
- Linens/centerpieces
- Decoration/ambiance
- AV requirements (speaker/toast/welcome/announcements)

Off-property events

- Site inspection (walk the venue as attendees would)
- Select and secure all venues
- Transportation arrangements
- Create/implement any activities (golf, etc.,—include transportation, refreshments, etc.)

On-site advancing functions

- Review all inventory
- Pre-con
- Final confirmation with related departments

Finances

- Set up all billing according to contracts (bill client or Fusion)
- Create master accounts for hotel to follow
- Daily review of master accounts with hotel/property
- Final review of accounts after program
- Review program expenses prior to having them sent to client