

Met Checklist

EVENT	
Indicated number of delegates	
Supplied an onsite contact name and telephone number	
SETUP & BREAKDOWN	
Booked function rooms before and after event for setup and breakdown	
Production company arranged for event	
Specify loading and unloading times for production company	
Skip required for removal of rubbish	
Health and Safety documentation completed	
MENU	
Choose meal menu	
Menu tasting	
Accommodate for vegetarians and special dietary requirements, also indicating where they are seated	
Coffee to be served with dessert or after dessert	
Are there to be any breaks inbetween courses	
Catering for production crew and entertainers	
Arrange menu cards for tables	
EVENT DETAILS	
How are rooms to be setup	
What power is required by the production company	
Agree a date to finalise number of delegates	
Are table centres required	
Coloured table cloths	
Chair covers	
Speciality Glasses	
Size of Set/ Stage	
Flowers or candelabras on tables	
Place cards	
Dance floor size and position	
DELIVERIES	
Notify hotel of any deliveries with an estimated date and time of delivery	

Delivery form sent with delivery	
Storage requirements	
BEVERAGES	
Pre-Meal Drinks; limited or unlimited	
Table or Bar service	
Cocktails available	
Cash bar reception required	
Private hospitality bar	
Wine and/ or mineral water on the table with the meal	
Cash or account bar with meal	
BEDROOMS	
Group or individual check in	
Approximate arrival time of delegates	
Luggage store required	
VIP delegates	
ENTERTAINMENT	
Entertainment details provided to hotel	
Entertainment require a changing room	
Audio and Video requirements	
Background Music	
Guest speakers and any additional equipment	
BILLING	
Authorised signatories	
Incidentals to master or personal account	
Billing instructions	
MISCELLANEOUS	
Isolation of smoke alarms required	
Delegate Transportation - individual or coaches	
Table plan; for hotel and display	
Running order	
Event signage	
Security	
Is a cloakroom required	
Dinner call time	
Photographer	