

Met Timeline

INITIAL PLANNING
Develop a budget
Work with hotel sales team to ensure correct space and dates are booked
Send signed contract of confirmation to the hotel
Check with hotel for credit terms and deposit timescale
Setup a personalised online group for accommodation
Contact hotel marketing for logos and appropriate photos
Advise attendees of event date and booking procedure
Advise hotel of travel arrangements for attendees
180 DAYS PRIOR TO EVENT
Review attendee numbers prior to contract deadline
12 WEEKS PRIOR TO EVENT
Complete menu tasting at hotel
Complete site visit with production company
Complete Health and Safety documentation, to be completed by production company and sent to the hotel
Complete room plans and specification
Confirm audio and visual equipment to be supplied through the hotel
Send logos, video clips etc for electronic signage
4 WEEKS PRIOR TO EVENT
Complete programme timings
Complete handouts, and printed materials
Arrange delivery of materials
Confirm 50% deposit payment
2 WEEKS PRIOR TO EVENT
Check logistical arrangements
Submit rooming list to hotel
Confirm VIPs
Confirm arrival times and any special arrangements
Confirm numbers and timings for meals and breaks
Confirm any additional dietary requirements
1 WEEK PRIOR TO EVENT
Sign off function sheets with your Event Manager, checking all information is correct