

CHECKLIST FOR ORGANIZING YOUR MEETING FROM TO

Below is an example of a checklist to help you to organize your event without a hitch. Do not hesitate to adapt it to your requirements, as you will need to adjust your reverse schedule depending on the size of your events in order to ensure that the rooms you need are available.

Our advice is to set realistic dates that you will be able to keep to.

First steps:

- Set the objectives for the meeting:
 - ⇒ What is the aim of the meeting? Brainstorming or creative session, assessment of the year so far, finalization of a project with validation stage or a trip to reward team members
 - ⇒ Who must attend?
 - ⇒ Are there documents that participants must take away with them from the meeting?

- Decide on the meeting place based on the objectives:
 - ⇒ Specify the locations that are suitable for the meeting (air links) and choose a hotel type (coastal, airport or town center location).
 - [View our offers and our selection of destinations now](#)
 - ⇒ Specify the advantages and disadvantages of each destination in order to obtain a comprehensive list of preselected hotels

- Specify the necessary technical elements and additional requirements for your event:
 - ⇒ Set the dates for the event (Are alternative dates possible? Are there local events that could interfere with your meeting?)
 - ⇒ How many rooms must be pre-booked? What type of room? (single, double or twin, but also standard or deluxe) Will you need an early check-in or late check-out?
 - ⇒ What catering services are required? (breaks during the meeting, lunch, dinner)
 - ⇒ What technical services are required? (an overhead projector or video projector, a flipchart, a public address system, one or more microphones, for example)
 - ⇒ If you have a specific stall or decoration setup, let the hotel know
 - ⇒ Will you require gifts to be put in the participants' rooms? Or a space for your participants' luggage?

- Ask the preselected hotels for more details by sending them a quotation request:
 - ⇒ Check the availability of the hotels.
 - [View availability by accessing the meeting search engine](#)
 - ⇒ Create a quotation request and send it to the hotels listed as available on the selected dates

- Response from the hotels contacted within 24 hours (business days) with a full proposal.
 - ⇒ Compare the quotations. [Manage the quotations you have sent from your profile](#). You can copy your initial request in order to request details from further hotels if required
 - ⇒ Adjust your budget based on the proposals and refine the list of selected hotels. [View the Budget checklist](#)

- Select the hotel that meets both your budget and service requirements. In order to help you to make your decision, our hotels would be delighted to welcome you to visit their facilities.
 - ⇒ Sign the contract drawn up by the hotel and send your deposit to confirm your booking.
 - ⇒ Confirm the number of rooms reserved with the hotel and specify your payment method (master or individual account) and booking method (individual or centralized)

- Inform the participants about the event
 - ⇒ Send invitations to the participants so that they can put the dates in their diaries
 - ⇒ Send invitations to the meeting contributors

Around six weeks prior to your event:

- Meet with the hotel's Event Coordinator:
 - ⇒ Finalize the menus after the participants have confirmed whether they have any special dietary requirements
 - ⇒ Confirm the number of rooms reserved and their layouts
 - ⇒ List the audiovisual requirements that have been specified in advance with the contributors
 - ⇒ Communicate the meeting program

- Order printed documents (brochures, linked presentations) and arrange for them to be delivered to the hotel

- Confirm the meeting agenda with all participants

Order the gifts that will be given to the participants at the beginning or end of the meeting and arrange for them to be delivered to the hotel. If required, inform the hotel that gifts should be placed in the participants' rooms. Our hotels can provide your clients with a VIP welcome. Let them know if you would like this service.

Around two weeks prior to your event:

- Check with your contributors as to how their presentations are progressing
- Send the final rooming list (list of people who have booked a room) to the hotel (including VIP participants) and the number of people who will require lunch and dinner.
- Check the payments and adherence to the budget

Around one week prior to your event:

- Send the final documents required for your meeting directly to the hotel and check that they have been received
- Check the final audiovisual requirements with your Event Coordinator
- Arrange for surplus documents and other deliveries to be returned

Upon arrival:

- Check that all documents and other items that have been ordered have been received
- Check the meeting spaces and their layout with your Event Coordinator. Point out anything that is missing, if necessary.
- If required, hold a rehearsal session with the technicians to set up the lighting and sound, start the presentations and do anything else that may be required
- Coordinate the arrivals with the reservation (possible distribution of documents)

The day of the meeting:

- Check the room one hour before the start of the meeting. Point out anything that is missing immediately.
- Coordinate the contributors
- Distribute name badges to participants as they arrive

During the meeting:

- Assist the participants during their stay (modification of booking, change of room)
- Make sure that all the contributors have arrived and are present
- Plan for each session, particularly with regard to waiting times due to setup

Successfully conclude the event:

- Review the entire event with your Event Coordinator and check that all bills have been paid
- Complete the satisfaction questionnaire to give your opinion on the organization of the event
We strive to improve our quality of service. Do not hesitate to provide us with comments about your event.
- Confirm the final budget