

Meeting Planner's

Presenter's Host's On-Site Checklist

Meeting Site: _____ Session Date: _____
Presenter: _____ Hotel Rm. #: _____
Meeting Room: _____
Start Time: _____ End Time: _____

1. Room Arrangements

- () Are the presenter's sleeping room reservations in order?
- () Are their accommodations convenient to the meeting room?
- () Have you pre-registered the presenter and are their room keys ready and waiting?
- () Have you confirmed that the presenter's room and meal charges are on the master account ?
- () Have you arranged for a fruit basket, cheese platter, mineral water or other welcoming gift to be pre-set in presenter's room?
- () Is there a hand-written note accompanying the welcoming gift?

2. Travel Arrangements

- () Have you confirmed the presenter's arrival and departure times?
- () Have you checked and confirmed airport pick-up and ground transportation?
- () Have you arranged for the presenter to be met at the airport, if need be?
- () Are you scheduled to greet the presenter upon their arrival at the hotel?
- () Are the presenter's convention packet and name tag ready?

3. Pre-Program Arrangements

- () Have you introduced the presenter to other key people at the meeting? (CEO, VPs, MC, introducer, room monitor, etc.)
- () Do you have a list of the meals, social, recreational and business functions you'd like to invite the presenter to?
- () Have you also extended the invitation to the presenter's spouse or traveling companion?
- () Have you scheduled yourself or someone else to escort the presenter to and from meals, social, recreational and business functions?
- () Have you given the presenter the appropriate tickets, coupons and passes to these events?
- () Have you assured the presenter that you are there to assist in any way and that they should not hesitate to call upon you?

4. Session Room Set-Up

- () Are the presenter's A/V and other technical requirements in order?
- () Do you have a handy contact list for the following?
 - a. **A/V Technician:** _____
 - b. **Engineering Dept.:** _____
 - c. **Banquet Mgr.:** _____
 - d. **Room Set-Up Mgr.:** _____
 - e. **Security:** _____
 - f. **Other:** _____
- () Have you recently coordinated the time and place of the presenter's sessions with the MC, introducer, room monitor, ushers, projectionist and technical people?
- () Does the MC or introducer have a copy of the presenter's introduction?
- () Does the room monitor have an extra copy of the presenter's introduction?
- () Will the presenter be using handouts?
- () If yes, do you know where the handouts are and how they will be handled?
- () Will the presenter be offering products for sale (books, tapes etc.)
- () If yes, do you know how they will be handled?
- () Will evaluation forms be used at the presenter's session?
- () If yes, do you know how these forms will be handled?

5. Presenter's Preparations

- () Are you prepared to answer questions about aspects of your meeting such as its purpose, theme, audience make-up and other programs?
- () Are you knowledgeable of the presenter's assignment and your organization's expectations for their session?
- () Is there someone else in your organization who needs to speak with the presenter before their program?
- () If yes, have you coordinated a scheduled meeting?
- () Have you given the presenter the names and phone extensions of people he or she might need to get in touch with?
- () Have you scheduled a convenient time for the presenter to see the room and stage set-up?
- () Has the presenter done a sound check and tested all the other technical equipment?
- () Did you ask the presenter if they need a room in which to rehearse?
- () If yes, have you arranged a time and place to do so? (The presentation room, itself, is usually best.)
- () Have you confirmed with the presenter the starting time of their program?
- () If there is a speaker's ready room, have you shown the presenter where it is?
- () Does the presenter know when you expect them to be in the session room, ready to go, before the program?
- () Have you discussed with the presenter when they are expected to end their presentation and be off stage (regardless of starting time)?

6. Post-Program Arrangements

- () Is the balance of the presenter's fee (a check in an envelope) ready for handing to the presenter right after their program?
- () Do you know who is responsible for the check and who will be giving it to the presenter?
- () Have you arranged and confirmed the presenter's transportation back to the airport?



DARRYL DAVIS
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