

Organizing a meeting, conference or other event? Our event checklist will help guide you through the steps to plan a successful and professional event at any of our conference facilities.

EVENT CHECKLIST

- ☒ Determine the meeting or event purpose
- ☐ Set a budget and develop a meeting outline
- ☐ Consider the size of the group and any special needs that guests might have
- ☐ Determine meeting dates - be sure to avoid dates that coincide with other company or industry events and holidays
- ☐ Create an overview for your meeting which outlines the start and end times, number of expected guests, necessary seating arrangements, and audiovisual needs
- ☐ Determine whether your event will need to be catered (CMCLI can arrange catering)
- ☐ Call the experts at CMCLI to start coordinating your event
 - Reserve the conference room
 - Review the best-suited meeting setup for your event
 - Arrange catering if necessary
 - Schedule any audiovisual needs
- ☐ Invite speakers if required for your meeting
- ☐ Notify attendees of the event
- ☐ Order any marketing material, gifts, or promotional items for your meeting
- ☐ Finalize the meeting's number of attendees and verify this information with CMCLI 72 hours before the start of your event
- ☐ Enjoy your successful event