

Planning timetable

This timeline provides a checklist for your event. Adapt it to your own particular needs and dates.

At time of booking:

- Determine the objectives of the event, develop timetable and budget
- Work with the professional event team at the hotel to book your meeting and support services
- Send letters of agreement to hotel and suppliers
- Establish credit terms for meeting charges
- Sign and return contract to ensure that your booking is confirmed
- Invite speakers and inform them about attendees, facilities at the hotel and AV
- Notify attendees
- Make travel arrangements

At least 5 weeks before event:

- Confirm menus, room layout and supplies with your event manager
- Check with the speaker if any handouts are required
- Order signs and printed materials
- Send agenda and joining instructions to attendees
- Arrange delivery of registration materials

At least 2 weeks before event:

- Check with speakers regarding progress of presentation materials, AV and logistical arrangements
- Submit rooming list to hotel and confirm arrangements
- Confirm numbers for meals and breaks
- Confirm timing of meals and breaks

At least 1 week before event:

- Ship materials to hotel to arrive 24 hrs before your event, confirm arrival with hotel
- Confirm all presentation materials are ready and correct
- Your event manager will supply a detailed breakdown, 72 hrs before your event
- Take a master set of all handouts and materials with you

Upon arrival:

- A member of the events team will welcome you to the hotel with a complimentary drink
- Review details and walk through your meeting space with your event manager
- Meet the team that will assist throughout your event – all meeting and event team members will be clearly identifiable throughout your event
- Check all materials have arrived correctly
- Check signs around the hotel to assist delegates upon arrival
- Relax in your upgraded bedroom and enjoy your complimentary welcome pack

Day of the event:

- Your meeting rooms will be set up half an hour prior to your contracted start time – check that everything is as you want it
- Notify events manager via the in-room immediate call facility of any necessary changes
- Check all AV is in working order. On-site assistance will be available

After your event:

- Post event meeting with your event manager to discuss your event and any future bookings, collect your departure gift to set you up on your journey home
- Any booking agent commission will be paid within 10 working days from receipt of invoice
- If you have any account queries after your event, our accounts department will get back to you within 3 working days of receipt of any invoice queries

Call the MeetBarceló team on 0870 060 4306

www.meetbarcelo.co.uk

