

# EMMANUEL CONVENTION CENTRE

## Event Planning ✓ Checklist



### PRE-EVENT

#### BOOK VENUE

- Dates \_\_\_\_\_

#### CONFIRM SPEAKERS

- Date             Theme             Location             Schedule

#### PREPARE AND MAIL OUT REGISTRATION/PROMO MATERIALS FOR EVENT

- Billeting form
- Registration/application for event with deadline
- Schedule
- Other materials that be deemed necessary

#### CONFIRM ROOMS/BUILDINGS NEEDED

	CHAIRS TOTALS	TABLE TOTALS	AUDIO VISUAL REQUIREMENTS	BACK- BOARDS	TABLE- CLOTHS	OTHER
<b>TABERNACLE</b>						
<b>GARRIGUS</b>						
<b>COMPLEX UPSTAIRS</b>						

#### MEETING ROOMS

- Boardroom
- Lounge
- Other
- Complex Upstairs

#### ACCOMMODATIONS

- Hotel
- Complex
- Diamond Building
- Cabins
- Other
  - Review room condition

Confirm sound/technical person

- Confirm person for Power Point
- Confirm First Aid Supervisor (if necessary)
- Confirm Security Personnel (if necessary)
- Confirm Head Usher (if necessary)
- Arrange to pickup speaker(s)/other invited participants
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**FOOD SERVICES**

- Breakfast
- Lunch
- Supper
- Snacks
- Snack Bar

**RECREATIONAL FACILITIES**

- Softball Field
- Volleyball Court
- Firepits

**POST EVENT**

- Accommodations totals review
- Damage check
- Meal count review
- Statement of Income and Expenses
- Evaluation
- Letters of thanks, etc.
- Send Surplus monies to PAONL Central Finance
- Other \_\_\_\_\_
- Other \_\_\_\_\_