



EVENT & CONFERENCE SERVICES

## Meeting Planning Checklist

We aim to simplify your experience at the RA Centre / Rideau Tennis Club!

This checklist lists general items as well as the timelines for the items required by your Event Coordinator.

### TWO - THREE MONTHS PRIOR TO ARRIVAL

- Review contract for any deposits required and for the cancellation policy
- Request a copy of the current menu
- Schedule a site visit if this is your first event taking place at the RA Centre/Rideau Tennis Club
- Collect guest dietary/special requirements (ongoing)
- Determine guest speaker's audio visual equipment requirements

### ONE MONTH PRIOR

- Determine signage requirements
- Review menus and plan food and beverage requirements
- Determine room set-up requirements
- Determine audio visual equipment requirements
- Finalize delegate materials
- Confirm the in-house storage location for any meeting material being pre-shipped

### THREE WEEKS PRIOR

Provide your Event Coordinator with:

- Menu selections
- Dietary/special requests
- Estimated number of attendees
- Room set-up requirements
- Audio Visual equipment requirements
- Shipping details for any meeting materials being pre-shipped
- Create staffing schedule
- Provide attendees with agenda, dress code and other applicable details

### TWO WEEKS PRIOR

- Follow-up with speakers to obtain copy of presentations

### ONE WEEK PRIOR

Provide your Event Coordinator with:

- Minimum guarantee for number of guests
- Additional dietary/special requirements
- Name of your event for the reader board and meeting room signage
- Monitor the number of guests and advise your Event Coordinator of any increases
- Arrange for delivery of signage
- Ship conference material to the RA Centre / Rideau Tennis Club (if required)

### DAY OF MEETING

- Set-up registration table with name badges, etc,
- Load presentations on laptop
- Test all A/V equipment
- Check room set-up
- Place handout materials on tables
- Inform your Banquet Captain of any last minute changes to timing, number of guests, special requests
- Obtain the following information from the Banquet Captain:
  - How to reach the Event & Conference Services department from meeting room
  - How to operate lighting and temperature control
- Collect participant evaluations
- Collect/ship any meeting materials back to office

### POST MEETING

- Review your invoice when received from the RA Centre / Rideau Tennis Club (typically 2 weeks after event) and arrange for payment
- Provide feedback to RA Centre / Rideau Tennis Club via phone and/or by completing the Post Event Questionnaire (a representative from the RA Centre/Rideau Tennis Club will contact you within 2 weeks of your event)