<<Event or Association Logo>>

**EVENT GUIDE**

**<<Title of Meeting>>**

<<Location of Meeting>>

<<Date of Meeting>>

|  |  |
| --- | --- |
| ASSOCIATION CONTACTS | <<Name and Address of Association>>  **List all relevant association contacts**  <<Contact Name >>  <<Title>>  <<Email address>>  <<Cell phone number>> |
| *HOTEL CONTACTS:*  *CONVENTION CENTER:*  *SUPPLIERS:* | *List all hotels and venues (if applicable) and the appropriate contacts.*  ***HOTEL ANYOWN***  *123 Main Street*  *Anytown, AB 12345*  **Bob Jones,** Convention Services Manager  <<email>>  <<cell>>  ***Ted Johnson,*** *Senior Sales Manager*  <<email>>  <<cell>>  ***Sally Smith,*** *Group Reservations Manger*  <<email>>  <<cell>>  **ANYTOWN CONVENTION CENTER**  246 Main Street  *Anytown, AB 12345*  **Sue Smith**, Event Manager  <<email>>  <<cell>>  **Beth Jones**, Sr. Account Executive  <<email>>  <<cell>> |
| *Convention Center Catering:*  *Audio Visual:*  *General Service Contractor:*  *Security:*  *Internet:*  *Registration:*  *Conference Streaming/Live Feed:*  *Entertainment:*  *ASL Interpreters:*  *Volunteer Coordinators:*  *Floral:* | List all vendors you work with: for example:  ***<<name, title, contact info>>***  ***<<name, title, contact info>>***  ***<<name, title, contact info>>***  ***<<name, title, contact info>>***  ***<<name, title, contact info>>***  ***<<name, title, contact info>>***  ***<<name, title, contact info>>***  ***<<name, title, contact info>>***  ***<<name, title, contact info>>***  ***<<name, title, contact info>>***  ***<<name, title, contact info>>*** |
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**BILLING INSTRUCTIONS**

|  |  |
| --- | --- |
| MASTER ACCOUNT | All Group scheduled food and beverage and equipment needs as scheduled in this event guide and/or signed for by an authorized signature.  Individuals are responsible for all room, tax and incidentals, unless noted on VIP/Staff rooming list.  Group will not be responsible for any charges that are not authorized or outlined in this event guide or not signed for by authorized signatures. |
| AUTHORIZED SIGNATURES | Name, Title, Affliation |
| BILLING ADDRESS | <<billing instructions, who to send to and where?>> |
| NIGHTLY DEPOSITS TO MASTER ACCOUNT | Name, title will meet with the Front Desk Manager to make deposits to the group master account.   * Front Desk Manager to take cash, count it, post cash to master account and give XXXX a receipt. |

**Group Profile**

Brief description of your association, who they are, what is the purpose of this meeting? Expected attendance, etc.

**ROOM BLOCKs**

**Hotel Anytown**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Thurs** | **Fri** | **Sat** |
|  | **Date** | **Date** | **Date** |
| Block | 150 | 135 | 20 |

**Anytown Inn**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Thurs** | **Fri** | **Sat** |
|  | **Date** | **Date** | **Date** |
| Block | 35 | 30 | 5 |

**Contract Concessions**

List contract concessions here

Also include any recients of concessions (suite, upgraded room, amenity, etc.

**Food and Beverage Outlet Information**

Indicate what meals you are providing so hotel outlets can be prepared with sufficient staffing.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **BREAKFAST** | **LUNCH** | **DINNER** |
| **Thursday, Date** | Scattered arrivals; group on own | Scattered arrivals; group on own | Reception for 150 ppl  Dinner on own |
| **Friday, Date** | Breakfast service for approx. 200 attendees | Lunch provided to all conference attendees; | Group on own for dinner  Expect high volume at hotel restaurant |
| **Saturday, Date** | Breakfast service for approx. 200 attendees | Lunch provided to all conference attendees | Group departs |

**electrical order**

List any electrical needs, if appliable.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EVENT/LOCATION** | **LOCATION/**  **ROOM NAME** | **INSTALL DATE** | **DISMANTLE DATE** | **SERVICE/EQUIPMENT REQUIRED** |
| Registration | Ballroom Prefuntion | Thursday, Date by 2 p.m. | Saturday, Date after 12:00 p.m. | * Extension cord/power strip at registration table |
| Meeting | Ballroom | Thursday, Date by 2 p.m. | Saturday, Date after 12:00 p.m. | * Elec and power strip at head table |
| Bookstore | Prefunction | Thursday, Date by 2 p.m. | Saturday, Date after 12:00 p.m. | * Cash register |

**Registration and Exhibit Schedule**

Registration – Ballroom A

Exhibit Hall –Ballroom B

|  |  |  |
| --- | --- | --- |
|  | **Registration Hours** | **Exhibit Hall Hours** |
| **Thursday, Date** | 12– 2 p.m. set up | 4 – 8 p.m. set up |
| **Friday, Date** | 8 am. – 5 p.m. | 9 a.m. – 3 p.m. |
| **Saturday, Date** | 8:00 a.m. – noon  12 – 2 p.m. tear down | 8:00 a.m. – noon  12 – 4 p.m. tear down |

**INTERNET/TELECOMMUNICATIONS information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **LOCATION** | **EVENT/LOCATION** | **REQUIREMENTS** | **INSTALLATION** | **REMOVAL** |
| Ballroom Prefunction | Registration | * 1 Dedicated Internet Line Minimum 5 Mbsp for registration | Thursday, Date by noon | Saturday, Date after 2:00 p.m. |
| Ballroom A | General Session | * Wi Fi for 100 users |  |  |

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| 8:00 a.m. -  24 Hour Hold | Small Breakout  HOTEL Anywhere | **STAFF OFFICE (DNP)**  **Room set:**   * Number of tables/chairs? Set? * Water station? * Trash cans?   **A/V Requirements:**   * Wi-Fi? * Computer, printer? |

|  |  |  |
| --- | --- | --- |
| 12 – 2 p.m. | Ballroom Prefunction | **Registration Set-Up**   * Number of tables/chairs? Set? * Water station? * Trash cans? * Electrical/power strip? |
|  |  |  |
| 4 - 8 p.m. | Ballroom B Prefunction | **Exhibitors Move-in**   * List set up needed * Registration table for exhibitors? |
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| 6:30 p.m. | Hotel Bar | **Fun Reception** |

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| 8:00 a.m. –  24 Hour Hold | Small Breakout  HOTEL Anywhere | **STAFF OFFICE**  **STAFF BREAKFAST @ 8:30 a.m.**  **Room set:**   * Existing set   **A/V Requirements:**  existing |
|  |  |  |
| 8 a.m. – 5 p.m. | Ballroom Prefunction  HOTEL Anywhere | **REGISTRATION**   * Existing set |
|  |  |  |
| 9 a.m. – 3 p.m. | Ballroom B  HOTEL Anywhere | **EXHIBIT HALL**  **Room set**:   * Existing |
|  |  |  |
| 10 – 11:30 a.m. | Ballroom A  HOTEL Anywhere | **GENERAL SESSION**  **Room set:**   * Riser/Stage? Size? * Lecturn? * Stairs with hand-rail both sides of stage * Theater? Rounds? * Easel outside room for signage?   **A/V Requirements:**   * LCD projector? Screen? * Microphones? * Lighting?   **Internet needs:**   * If appliable   **Catering:**   * Water stations in rear of room? Bottles of water on headtable? |
|  |  |  |
| 11:30 a.m. – 1 p.m. | Ballroom B  HOTEL Anywhere | **EXHIBIT HALL LUNCH**  **Dietary Restrictions:**   * (2) Gluten-free * (1) Vegan, nut free   **Menu Selections:**   |  |  |  |  | | --- | --- | --- | --- | | 178 | Buffet | @ | $$$/pp | |
| 1 – 2 p.m. | Breakout Room 1  HOTEL Anywhere | **Breakout Session: Title of Breakout**  **Additional Session:**  3:00-4:00 p.m.: Title of Breakout  4:30-5:30 p.m.: Title of Breakout  **Room set:**   * Theater, classroom, rounds? * Riser? Lectern? * Table on riser? * Easel outside for signage? * Water station?   **A/V requirements:**   * Microphone, lectern. Lapel, both? * LCD projector, screen * Flipchart? |
|  |  |  |
| 1 – 2 p.m. | Breakout Room 2  HOTEL Anywhere | **Breakout Session: Title of Breakout**  **Additional Session:**  3:00-4:00 p.m.: Title of Breakout  4:30-5:30 p.m.: Title of Breakout  **Room set:**   * Theater, classroom, rounds? * Riser? Lectern? * Table on riser? * Easel outside for signage? * Water station?   **A/V requirements:**   * Microphone, lectern. Lapel, both? * LCD projector, screen * Flipchart? |
|  |  |  |
| 2 – 3 p.m. | Ballroom B  HOTEL Anywhere | **COFFEE BREAK/EXHIBIT TIME**  **Menu Selections:**   |  |  |  |  | | --- | --- | --- | --- | | 8 | Coffee | @ | $$$/gal. | | 1 | Decaf Coffee | @ | $$$/gal. | | 2 | Hot Tea | @ | $$$/gal. | |  | Water Pitchers |  |  | |
|  |  |  |
| 6:00-7:30 p.m. | Room Name  HOTEL Anywhere | **VIP RECEPTION**  **Room Set:**   * Scattered cocktail rounds/high tops for 50 people * Registration table for sponsor or check-in? * Microphone for announcements? * DJ or house music? * Any a/v needed for slide show or presentation?  |  |  |  |  | | --- | --- | --- | --- | | 1 | Veggie Tray (serves 50) | @ | $$/each | | 50 | Yummy Food Station | @ | $$/p.p. | | 65 | Assorted soft drinks (bill on consumption) | @ | $$/ea. | |
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| 8:00 a.m. –  24 Hour Hold | Small Breakout  HOTEL Anywhere | **STAFF OFFICE**  **STAFF BREAKFAST @ 8:30 a.m.**  **Room set:**   * Existing set   **A/V Requirements:**   * existing |
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| 8 a.m. –  12 p.m. | Ballroom Prefunction  HOTEL Anywhere | **REGISTRATION**   * Existing set |
|  |  |  |
| 8 a.m. –  12 p.m. | Ballroom B  HOTEL Anywhere | **EXHIBIT HALL**  **Room set**:   * Existing |
|  |  |  |
| 8 – 8:30 a.m. | Ballroom B  HOTEL Anywhere | **MORNING COFFEE**  **Menu Selections:**   |  |  |  |  | | --- | --- | --- | --- | | 8 | Coffee | @ | $$$/gal. | | 1 | Decaf Coffee | @ | $$$/gal. | | 2 | Hot Tea | @ | $$$/gal. | |  | Water Pitchers |  |  | |
|  |  |  |
| 8:30 – 9:30 a.m. | Breakout Room 1  HOTEL Anywhere | **Breakout Session: Title of Breakout**  **Additional Session:**  9:45-10:45 a.m.: Title of Breakout  **Room set:**   * Theater, classroom, rounds? * Riser? Lectern? * Table on riser? * Easel outside for signage? * Water station?   **A/V requirements:**   * Microphone, lectern. Lapel, both? * LCD projector, screen * Flipchart? |
|  |  |  |
| 8:30 – 9:30 a.m. | Breakout Room 2  HOTEL Anywhere | **Breakout Session: Title of Breakout**  **Additional Session:**  9:45-10:45 a.m.: Title of Breakout  **Room set:**   * Theater, classroom, rounds? * Riser? Lectern? * Table on riser? * Easel outside for signage? * Water station?   **A/V requirements:**   * Microphone, lectern. Lapel, both? * LCD projector, screen * Flipchart? |
|  |  |  |
| 11 a.m. – 12 p.m. | Breakout Room 1  HOTEL Anywhere | **GENERAL SESSION**  **Room set:**   * existing   **A/V Requirements:**   * existing   **Internet needs:**   * existing   **Catering:**   * Water stations in rear of room? Bottles of water on headtable? |
|  |  |  |
|  |  | **END OF PROGRAM** |