<<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>>*** |
|  |  |

**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 pplDinner on own |
| **Friday, Date** | Breakfast service for approx. 200 attendees | Lunch provided to all conference attendees;  | Group on own for dinnerExpect 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. – noon12 – 2 p.m. tear down | 8:00 a.m. – noon12 – 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
 |  |  |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 8:00 a.m. -24 Hour Hold | Small BreakoutHOTEL 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?
 |
|  |  |  |
| 6:30 p.m. | Hotel Bar | **Fun Reception** |

|  |  |  |
| --- | --- | --- |
|  |  |  |
| 8:00 a.m. – 24 Hour Hold | Small BreakoutHOTEL Anywhere | **STAFF OFFICE****STAFF BREAKFAST @ 8:30 a.m.****Room set:** * Existing set

**A/V Requirements:**existing |
|  |  |  |
| 8 a.m. – 5 p.m. | Ballroom PrefunctionHOTEL Anywhere | **REGISTRATION*** Existing set
 |
|  |  |  |
| 9 a.m. – 3 p.m. | Ballroom BHOTEL Anywhere | **EXHIBIT HALL****Room set**: * Existing
 |
|  |  |  |
| 10 – 11:30 a.m. | Ballroom AHOTEL 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 BHOTEL Anywhere | **EXHIBIT HALL LUNCH****Dietary Restrictions:*** (2) Gluten-free
* (1) Vegan, nut free

**Menu Selections:**

|  |  |  |  |
| --- | --- | --- | --- |
| 178 | Buffet | @ | $$$/pp |

 |
| 1 – 2 p.m. | Breakout Room 1HOTEL Anywhere  | **Breakout Session: Title of Breakout****Additional Session:**3:00-4:00 p.m.: Title of Breakout4:30-5:30 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 2HOTEL Anywhere  | **Breakout Session: Title of Breakout****Additional Session:**3:00-4:00 p.m.: Title of Breakout4:30-5:30 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 BHOTEL 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 NameHOTEL 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 BreakoutHOTEL Anywhere | **STAFF OFFICE****STAFF BREAKFAST @ 8:30 a.m.****Room set:** * Existing set

**A/V Requirements:*** existing
 |
|  |  |  |
| 8 a.m. – 12 p.m. | Ballroom PrefunctionHOTEL Anywhere | **REGISTRATION*** Existing set
 |
|  |  |  |
| 8 a.m. – 12 p.m. | Ballroom BHOTEL Anywhere | **EXHIBIT HALL****Room set**: * Existing
 |
|  |  |  |
| 8 – 8:30 a.m. | Ballroom BHOTEL 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 1HOTEL 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 2HOTEL 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 1HOTEL 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** |