A CHALLENGE IS AT HAND

We’re here to help.

Ensuring you have a successful meeting is our business. We’ve created this checklist to help you move right along!

This list has been used by many convention planners in the past because of its complete coverage of essentials to include in your meeting.

For specialized assistance such as information on registration, programs, entertainment, companion activities, and media coverage, be sure to call the Boise Convention and Visitors Bureau at (208) 344-7777, (800) 635-5240 or visit www.boise.org.

Key Contacts

Boise CVB Sales __________________________  ____________
Boise CVB Service __________________________  ____________
Centre Sales Manager __________________________  ____________
Centre Catering __________________________  ____________
Hotel/Facility Sales Manager __________________________  ____________
Hotel/Facility Catering __________________________  ____________
Hotel Service Manager __________________________  ____________
Hotel Reservations __________________________  ____________
Audio-Visual __________________________  ____________
Transportation __________________________  ____________
1-5 YEARS PRIOR TO MEETING

- Obtain previous group history program and attendance
- Contact Boise Convention & Visitors Bureau for hotel and/or facility bid assistance and provide convention specifications to Boise CVB to include:
  - Estimate of attendance
  - Number of sleeping rooms and type per night
  - Suite requirements
  - Exhibit requirements
  - Meeting and display space requirements
  - Estimated planned meal functions
  - Parking
  - Registration area
  - Conference office
  - Boise CVB to send RFP to hotels
  - Select hotel and/or facility

- Confirm room block and meeting space contracts
- Announce dates as soon as confirmed
- Set date for registration deadline
- Establish cancellation policy
- Establish deposit policy
- Establish overall meeting theme
- Prepare mailing and email lists
- Link convention web site to www.boise.org
- Obtain media kit from Boise CVB
- Design brochures, flyers, registration packet, name tags
- Request meeting promotional material, video and photos from Boise CVB

1-5 YEARS PRIOR MEAL FUNCTIONS ESTIMATE

- Budget/cost
- Breakfast
- Lunch
- Banquet
- Breaks – refreshments
- Reception – hors d’oeuvres
- Bar hosted or cash bar
- Room format
- Theme
- Tickets

6-12 MONTHS PRIOR

- Select and confirm speakers
- Outline specific programs
- Decide on entertainment
- Extra-curricular events:
  - Guests/spouse programs
  - Recreation activities
  - Local attractions
- Transportation needs
**4-6 Month Prior**
- Plan menu
- Discuss prices and billing
- Review all space requirements:
  - Meeting rooms
  - Exhibit area
  - Registration area
  - Parking
  - Conference office
- Organize registration personnel
- Plan decorations

**6 Weeks Prior**
- Review contracts for deadlines (reservation cut-off, meal guarantees, etc.)
- Set schedule of events
- Finalize program schedule
- Review attendance estimate
- Complete menu selection
- Make bar arrangements (host or no host)
- Banquet set-ups specified
- Meeting set-ups
- Equipment needs determined
- Vip attendees – notify hotel
- Make hotel reservations for speaker(s)

**30 Days Prior, Conference Cont.**
- Reconfirm speakers for conference
- Confirm specific billing arrangement and method of payment
- Review tentative meal/meeting numbers
- Review conference needs with hotel and/or facility
- Firm up schedules/meeting needs

**3 Days Prior**
- Reconfirm details with meeting facility and/or hotel
- Meal guarantees (72 working hours)

**Meeting Day**
- Registration personnel should arrive at registration site at least 1 hour before registration begins
- Arrive at least 1 hour prior to actual meeting time to check last minute details
- Be available for your participants’ needs and to act as liaison with your hotel and/or facility contact
- Promote event via Social Media – remember to tag us – #visitboise

**After Each Meeting Day**
- Review, with your hotel and/or facility contact, all proceedings
- Reconcile all charges and accounts

**Prior to Check-Out**
- Review all conference proceedings, charges and billing with your hotel and/or facility contact

**1 Week After Meeting**
- Review all details of the conference

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**30 Days Prior, Meal Functions**
- Review final needs with your hotel and/or facility staff to reconfirm:
  -Menus – final guarantee prices
  -Billings
  -Meeting room set-ups
  -Audio-visual equipment/internet access

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**Contact Boise Convention & Visitors Bureau**
- Arrange registration/hospitality assistance
- Request Boise collateral materials
- Request press release
RESERVATIONS/DATES ROOM BLOCK
- Reservation cut-off date
- Payment schedule
- Arrival/departure dates
- Travel arrangements
- Registration procedures
- Cancellation policies
- Deposits
- Rooming lists

MEAL FUNCTIONS
- Breakfast
- Lunch
- Dinner
- Breaks
- Hors d’oeuvres
- Bar no host (cash bar), hosted (master tab)
- Wine (specialty or house selection)
- Centerpieces
- Other ____________________________
- Reminders
  - Day
  - Times
  - Set-ups/accessories
  - Guarantees (72 working hours)
  - Gratuities
  - Billing

EQUIPMENT NEEDS
- Audio
- Video
- Lighting
- AV equipment
- Conference equipment
- Others
- Equipment operators ________________________
- Photographer ______________________________
- Signage:
  - Registration _________________________
  - Directional __________________________
  - Welcome ____________________________
  - Flags/banners _________________________

SET-UPS
- Classroom style
- Theater style
- Conference style
- Banquet style
- Head table
  - For meeting ________________
  - For meal functions __________
  - Other _______________________

SPECIAL NEEDS
- Computers
- Decorations/flowers
- Entertainment
- Exhibits
- Gifts, delegate/special guests
- Media coverage
- Name tags
- Parking
- Photographer
- Promotional materials
- Registration table
- Signage
- Social Media – post meeting or event photos on Facebook, Twitter, Instagram; #visitboise
- Speakers
- Special recreation/leisure time arrangements
- Spouse & children activities
- Storage availability
- Welcome by dignitaries
- Other __________________________

TRANSPORTATION
Arrangements needed for transportation from airport:
- Car rentals
- Limousines
- Taxis
- Shuttles
- Buses
- Early/late arrivals
- Buses for tours and off-site functions
- Meet/greet services at hotel and/or airport
- Group’s personnel
- Hired personnel

> It’s time to see for yourself