

# The Longmynd Hotel

## Conference Organiser's Checklist

Name ..... Position .....

Company .....

Address ..... Date(s) of Conference .....

.....

### Accommodation

Hotel Bedrooms	
Hotel Suites	
Changing Room	
Self Catering Lodges	

### Food & Drink

Menu	
Seating Plan	
Final Numbers	
Cabaret/Band/Refreshments	
Toastmaster/M.C. Refreshments	
Drinks: Cocktails	
Wines	
After Dinner Drinks	
Champagne for Toasts	

### Transport

Car/s or Coaches	
Parking	

### Printing

Name Cards	
Menus	
Tickets	
Invitations/Reply Cards	
Seating Plan	

### Meetings

Seating Arrangements	
Drinks	
Notepads & Pencils	

### Entertainment & Decoration

Floral Decoration	
Bouquet/Sprays	
Cake Stand/knife	
Table Flags	
Gifts/Prizes	
Tombola Drum	
Carnival Novelties	
Balloon Net/Balloons	
Speciality Serviettes	
Band/Pianist	
Photographer	
Toastmaster/M.C.	
Cabaret	
Speakers	

### Audio Visual Equipment

Microphones	
Flipchart/s	
Internet Access	
Lectern	
Moveable Screens	
Slides and Films	
Projector/Screen	
Video	
Recording Equipment	
Display Units	