

Meeting Planning Timeline



THE NATIONAL CONFERENCE CENTER
at Lansdowne

This is a list of suggested action items to consider when planning any meeting. Your Conference Planning Manager can assist you with many arrangements through the comprehensive support services available in-house.

Use the “NCC” column to indicate which items you would like facilitated by The National Conference Center at Lansdowne and be sure to send this to your Conference Planning Manager so we can get started on them right away!

Preliminary Planning Phase				
Action Item	Target Date	Completion Date	NCC	Notes
Determine the objective of your meeting.				
Develop your program and budget.				
Book meeting site and support services.				
Sign contracts with meeting facility and suppliers.				
Invite speakers and inform them about attendees, and facilities of meeting site, including audio-visual capabilities.				
Make travel arrangements with airlines and advise participants.				
Send first mailing to prospective attendees.				
Refine Program and budget.				
From 3 months out or at time of booking				
Action Item	Target Date	Completion Date	NCC	Notes
Begin partnership with your Conference Planning Manager (CPM).				
Prepare preliminary agenda and forward to CPM.				
Forward this checklist to CPM.				
Identify special theme banquets or events and notify CPM.				
Check with speakers regarding progress of their presentations, audio-visual needs and logistics arrangements.				
Begin preparing preliminary rooming list.				
Send a list of packages you are expecting to receive at NCC or that you have shipped to your CPM.				
4-6 weeks ahead of meeting				
Action Item	Target Date	Completion Date	NCC	Notes

Monitor speaker's presentation development and offer assistance in reproducing any handouts. NCC can assist with handout/class material reproduction. Forward any materials to be reproduced to your Conference Planning Manager.				
Mail attendees the agenda, suggested dress and other instructions.				
Order gifts and amenities. Your Conference Planning Manager can help you with this.				
Arrange deliveries of gifts and meeting registration materials with your CPM.				
Finalize agenda, print final copy and send to your CPM.				
Have registration packets prepared.				
Prepare rooming list and notify your CPM of your current attendee counts.				
Collect names and dates of attendance for commuters and speakers. Be sure to include them on the rooming list.				
Obtain all handouts for shipping to the facility.				
Select final food and beverage requirements.				
Get speaker requirements and notify your CPM.				
Have name badges printed or request name badges from your CPM.				
Discuss any needs for special telephone lines, special events or dinners, audio-visual and supply requirements, etc. with your CPM.				
3 weeks ahead of meeting				
Action Item	Target Date	Completion Date	NCC	Notes
Send rooming list by cutoff date stated in your contract. Be sure to include any special requests and all commuters and presenters on the list. Notify your CPM of any VIP's. Confirm arrangements for amenities.				
Review program and final agenda with your CPM.				
Confirm room setups, menus and supplies with your CPM.				
Review any special transportation needs with your CPM.				
2 weeks ahead of meeting				
Action Item	Target Date	Completion Date	NCC	Notes
Complete and fax any incoming transportation requirements to your CPM.				

Authorize any forms sent to you and fax them to your Conference Planning Manager.				
Notify your CPM of any special parking or unloading requirements.				
1 week ahead of meeting				
Action Item	Target Date	Completion Date	NCC	Notes
Ship materials to NCC. Be sure to use the same format as the enclosed mailing label.				
Confirm your banquet function counts 72 hours ahead of function.				
Pack a complete master set of all handouts to take with you in case some were lost in shipping or more need to be reproduced.				
Guarantee commuters and residents 3 days prior to arrival.				
Contact your CPM with any last minute changes or details.				
1 day prior to meeting				
Action Item	Target Date	Completion Date	NCC	Notes
Walk through the program to be sure that all details have been communicated with your CPM.				
Meeting dates				
Action Item	Target Date	Completion Date	NCC	Notes
Pick up conference room keys at the Concierge Office upon arrival.				
Check all meeting rooms 1 hour prior to event to ensure proper set-up or to request changes if necessary.				
Keep an ongoing record of your on-site expenses.				
Make arrangements with your meeting coordinator for shipping materials back to your office after the meeting.				
Schedule a debrief meeting towards the end of your program with your CPM.				
Concluding your meeting				
Action Item	Target Date	Completion Date	NCC	Notes
Attend debrief meeting with your Conference Planning Manager.				
Retain tracking numbers of packages sent to your office for your records.				
Return your meeting room keys to the Concierge office.				
Tie up any remaining action items or loose ends.				

Fax Completed form to: (703) 729-5382