



## Your Personalized Checklist

Have you arranged everything? Is there anything you may have forgotten? To ensure you have all that is required to effectively co-ordinate your event Millennium Hotels and Resorts has prepared the following Events Checklist.

### Conference Room Requirement

- Capacity

### Specifications

- Power Source
- Lighting
- Heating
- Black-out facilities
- Microphone
- Floor plans
- Location
- Availability
- Access Time

### Room Set-up

- Theatre Style
- Classroom Style
- Boardroom Style
- U-Shape

### Technical Support

- Required Equipment
- Costs
- Back-up Equipment
- Personal Support
- Familiarisation of Equipment

### The "Extra Touch"

- Pillow Gifts
- Welcome Letter
- Welcome Gifts
- Suite for VIP's
- Surprise Trips/Excursions

### Catering Requirements

- Breakfast
- Morning Tea
- Working Lunch
- Afternoon Tea
- Pre-Dinner Drinks
- Cocktails
- Dinner
- Mini Bars
- Menu Selections
- Costs
- Times
- Pax Numbers

### Accommodation Requirements

- Number of Rooms
- Payment Details ie  
Chargeback to company  
Credit card payment

### Type of Rooms

- Single
- Twin
- Arrival & Departure Dates
- List of Attendee Names
- Early Arrivals
- Guests Staying On

### Special Rooms

- Disabled
- Suite
- Interconnecting/Family
- Smoking/ Non-smoking

### Additional

- Hotel Transfers
- Transport
- Theme Dinners
- Out Catering

If this list encourages any ideas or questions please do not hesitate to contact the Conference Manager who will be more than happy to assist.