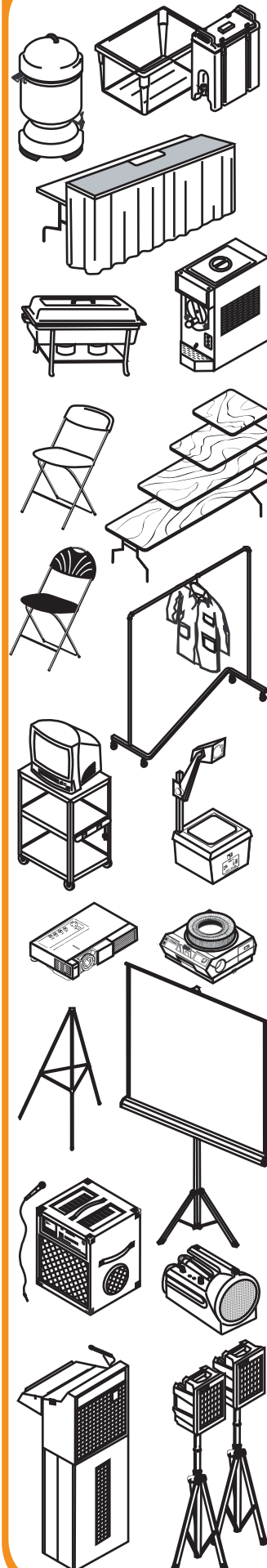




## MEETINGS AND SEMINARS

1. Determine how many people will be attending and how long the meeting will last before choosing a location. You can choose a full service hotel with all the amenities or a basic meeting space. Save money by converting warehouse or production areas into functional meeting space by using our pipe and drape system to create curtain walls and partitions. You can also have a tent setup on company grounds to create a casual get-a-way atmosphere. Tents are great as a break area or for the actual meeting space.
2. Define your meeting goals early on. Is the tone educational or motivational? This will help you decide if you need seminar leaders or motivational speakers. Third party speakers can add value to an event and prompt discussion among attendees.
3. Figure your budget. Divide your entire budget into two key parts: the marketing and promotion of the event (cost of everything needed before the event starts) and the cost of putting on the vent itself (hiring the venue, guest speakers, and costs of food and beverages). Do transportation and accomodation costs factor in?
4. When choosing a date remember that the more flexible you are the more room there is for negotiating hotel rooms, convention center space and restaurant bookings. Be sure to account for things like national holidays, school vacations, industry trade shows and any events that may conflict with dates you have in mind.
5. Make a list of equipment that you will need and find out if the facility will be providing it or if you will need to rent it. The larger the size of the group the more you'll become dependant on technology. With a small group of people you may only need a flip chart, but with larger groups you may require a podium with mic, overhead and slide projectors (don't forget extra bulbs), LCD projector, DVD player, etc.
6. You should allow plenty of time for designing, printing and mailing invitations and meeting materials. Remember you can save considerable amounts on printing and postage if you use e-mail or the assistance of web based planners such as meetup.com.
7. By preparing an outline / notes to be distributed to your guests this can help keep them listening and paying attention instead of note taking and organizing their paperwork.
8. When planning consider the following items for your checklist: pens, pads, documents badges, extra equipment, business cards, flipchart, material display boards, backup of critical materials, A/V Equipment, etc.
9. Who are your attendees? Do they know each other Distribute a list of attendees with a quick bio.
10. Ensure all planners / staff know the following: Venue location and directions, date and timing, dress code, bathroom and telephone locations. Who is the main point of contact for general information and what are the expectations of the attendees.



### EVENT EQUIPMENT DIRECT

**TABLES & CHAIRS • TENTS & CANOPIES • KIDS FUN JUMPS • CATERING EQUIPMENT**  
**POPCORN & COTTON CANDY MACHINES • AUDIO VISUAL EQUIPMENT**  
**PERFORMANCE STAGES • PIPE AND DRAPE • CROWD CONTROL BARRICADES**