

PRE-CONVENTION MEETINGS

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WHO SHOULD ATTEND

All Departments vs. Convention Services & a few key personnel

WHAT TO COVER

Agenda

Introductions

Description/Purpose of meeting; Brief Program Overview

Attendee Profile

Hot Buttons

Resume

Contacts

Billing/Master Account/Signors (level of authority/3rd party planners)

Room Block

Hotel emergency procedures (fire/safety)

Q&A

Function Sheets/BEOs

TIMING

2-3 days prior to meeting

WHAT NOT TO COVER

Contractual Terms

Taxes/Service Charges

Big Problems/Issues

POST-CON

Meeting/Services Evaluation

Billing Review

Post Event Reporting (www.conventionindustry.org)