



COMPLIMENTARY PLANNER RESOURCE

Meeting & Room Block Planning Checklist

Use this checklist before requesting venue proposals. Clear requirements help hotels respond faster and make comparisons easier.

EVENT ESSENTIALS

- ☐ Confirm preferred and alternate dates
- ☐ Estimate total attendance
- ☐ Choose the destination or acceptable area
- ☐ Identify event type and primary objective
- ☐ Set an estimated total budget
- ☐ Note decision date and contract deadline

GUESTROOM BLOCK

- ☐ Rooms needed each night, including peak night
- ☐ Room types: king, double, suites or accessible
- ☐ Preferred group rate and included amenities
- ☐ Individual pay or master-account billing
- ☐ Cutoff date and acceptable attrition terms
- ☐ VIP, staff, crew or complimentary rooms

MEETING SPACE

- ☐ General session capacity and setup style
- ☐ Number and size of breakout rooms
- ☐ Registration, office and storage space
- ☐ Exhibit, rehearsal or production requirements
- ☐ Outdoor or private-function space
- ☐ Setup, load-in and load-out times

FOOD, BEVERAGE & AV

- ☐ Meal functions, breaks and reception timing
- ☐ Dietary restrictions and special menus
- ☐ Food-and-beverage budget or minimum
- ☐ Screens, projectors, microphones and internet
- ☐ Power, staging, lighting and sound needs
- ☐ Outside-vendor or production requirements



Before you sign

Compare the complete value of each proposal - not only the room rate or rental fee.

PROPOSAL COMPARISON

- ☐ Total estimated spend, taxes and service charges
- ☐ Destination, airport access and transportation
- ☐ Meeting-room rental and food-and-beverage minimum
- ☐ Resort, destination, parking and internet fees
- ☐ Concessions, upgrades and complimentary rooms
- ☐ Cancellation, attrition and rebooking terms

FINAL REVIEW

- ☐ Confirm all dates, spaces and setup times
- ☐ Verify payment schedule and authorized signer
- ☐ Confirm accessibility and safety requirements
- ☐ List every negotiated concession in the contract
- ☐ Review force majeure and cancellation language
- ☐ Save the signed agreement and key contacts

QUESTIONS FOR THE VENUE

- ☐ What other groups are in-house during our dates?
- ☐ Are renovations or construction scheduled?
- ☐ Which services are exclusive or must be in-house?
- ☐ What are the receiving and package-handling fees?
- ☐ Are there curfews, noise limits or union rules?
- ☐ When will a final banquet or event order be due?

Ready to source venues?

Submit one request to Book My Meeting and receive a complimentary shortlist of matching options within 48 business hours.

[BOOKTHISMEETING.COM](https://bookthismeeting.com)