

## Pre-Event Meeting

Many event planners hold some type of Pre-Event or **Pre-Conference** meeting a couple of days before an event. It is simply a meeting of all of the individuals involved in the execution of the event to help ensure its success.

For a small event that does not include overnight stays, multiple meals and complicated travel arrangements, the pre-event meeting might only involve the venue coordinator, caterer and the event planner. Plans for the event will be discussed ensuring everyone

is on the right track and ready to go. Cell phone numbers and 24-hour emergency contact numbers may also be exchanged.



Event professionals planning large conferences or tradeshows that include hotel guest rooms, many catered events, countless travel arrangements, complicated space requirements, etc. will most certainly hold a pre-event meeting bringing together the major stakeholders of the event. These meetings are usually held at the hotel/facility and could include:

- Meeting Professionals (you and your staff)
- Convention Service Manager
- Hotel Director of Sales
- Food & Beverage Manager, Catering/Banquet Manager and perhaps the Chef
- Hotel General Manager
- Representatives from these departments: Front Office, Reservations, Security, Housekeeping, Recreational Facilities, Telecommunication Services

It may seem like a lot of people and each hotel will have a different opinion on who and what departments need to be represented, but one thing every facility agrees on is that you cannot provide too much information about an event. The more information they have about the guests and the event, the better.

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