



Corporate Event Planning Checklist

To plan the perfect meeting, use this comprehensive checklist, with a timeline based 12-months.

Twelve to Nine Months Before

Start a meeting folder or binder. Select type of meeting, location, theme #of guests, time of day.

Work out your budget and refer to it monthly.

Determine color scheme and theme.

Start the guest list for special guests.

Hire a meeting planner.

Reserve your date and venue.

Book your speaker.

Promote meeting/event on company website.

Create registration link for meeting/event.



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Eight Months Before

Hire the photographer/videographer.

Contact potential sponsors and invoice.

Meet & select caterer.

Reserve a block of hotel rooms for out-of-town guests including speaker.

Seven to Four Months Before

Create online invitation.

Conference call with guest speaker to discuss topics and day of meeting/event.

Inform and register presenters

Reserve structural and electrical necessities.

Arrange transportation for guest speaker to and from airport as well as hotel.

Start composing a day-of timeline.

Three Months Before

Finalize the menu.

Order or create welcome basket for guest speaker, if desired.

Order awards/plaques/gifts

Do a walk-thru of the venue and finalize meeting details

Create and print meeting programs.

Send your event schedule to the vendors.

Two Months Before

Touch base again with all the vendors.

Meet with the photographer/videographer.

Send out/Email the invitations.

One Month Before

Check registration and send-out a mass email to all members/guests

Request items needed for meeting – US Flag, lectern etc.

Order audiovisual equipment – wireless microphone, projector etc.

Send out final payments to any vendors.

Contact sponsors to review meeting and request list of guests. Check to make sure sponsorship has been paid.

Begin creating script

Request formal introduction from guest speaker



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Week of the Meeting

Reconfirm arrival times with guest speaker.

Delegate small meeting-day tasks to committee volunteers.

Send a timeline to the committee volunteers

Set aside checks for the vendors.

Finalize script and email/fax to all the key speakers/presenters.

Send the final guest list to the caterer. Typically, companies close their lists 72 hours in advance.

Print-out registration sheet

Create name-tags of all registered attendees

Amenities

- **Grand Ballroom** – comfortably holds up to 350 guests
- **Outdoor Rooftop Terraces** – accommodates up to 100 guests per terrace; great for ceremonies, rehearsal dinners and showers
- **Convenient Parking** – plenty onsite parking spaces with some covered spaces for your guests
- **Centrally Located** – near a variety of hotels and shopping at Mayfaire, close to Wrightsville Beach & just minutes from Downtown
- **Access to our Wedding Coordinator** – consult our in-house wedding planner to make your day easy & unforgettable

Notes