



Hilton Small Meetings Checklist

Basic Planning Tips

- Determine date and time. Alternative date and time?
- Find a location. Don't forget to check out the Group Value Dates.
- Send a RFP / Rapid Request. Our site search specialists will coordinate with the hotels and try to send you a response within 24 hours or the next business day.
- Does the meeting require guest rooms? If yes, see GUEST ROOMS.
- Will food and beverage be served? If yes, see FOOD & BEVERAGE.
- Is a meeting space required? If yes, see MEETING SPACE.
- Ask about parking. Transportation to / from airport and vice versa?
- Let property know of accessibility special needs for guests' rooms, public areas or function rooms.
- In the planning process, let the hotel know if you have different contacts for meals, registration, etc.
- What are the advance deposit and payment schedules?
- Who will be authorised to make changes for the group that would involve extra costs from the hotel?
- Ensure hotel is fully aware of the delivery and collection times planned by all purveyors / outside vendors.

Guest Rooms

- How many guest rooms?
- What is the budgeted guest room rate?
- For which nights? Are these numbers an estimate or exact? Provide history of group room usage to the hotel.
- Who is responsible for the payment of guest rooms?
- How will incidentals (phone calls, food, etc.) be handled?
- Determine if the attendees will make their own reservations or if a Private Online Group Page, with a private link / URL, will be created. Ask your sales person at the hotel about this time saving opportunity.
- What is the breakdown number of singles, doubles and suites?
- Will you have amenity bags for your overnight guests?

Food and Beverage

- Determine the number of people to be served.
- Determine menu / beverages.
- Hospitality room needed? What are the hotels outside food and beverage policies? What are the liability insurance needs?
- Are there different dietary requirements for people attending the event that need to be addressed?
- Determine what appetisers will be served, if applicable.
- Work with the hotel sales person to create meals within the budget.
- What is the deadline for menu selections?
- Will your group need food or beverages provided during the meeting and / or during the breakouts?
- Can the room be served easily without disturbance?

Meeting Space

- Determine the amount of MEETING SPACE that is needed.
- Is the meeting room separated from adjoining rooms? Are there solid wall, sliding panel or air walls?
- Select the kind of seating arrangement? (Reception, Theatre, U-shape, Classroom, Conference, Banquet and Hollow Square).
- Determine order of program / activities / agenda.
- Determine the duration of the meeting.
- Determine what type of audio-visual equipment is required for your meeting.
- Will bulletin boards, easels, blackboards or white boards be provided? How many and what size?
- Can any equipment be set up the night before the morning meeting?
- Is a phone needed?
- Will the hotel provide office supplies for the meeting? If yes, what supplies?
- Will there be breakouts? If so, how many, and for which days?
- What will be the duration of these breakouts?
- Are breaks preferred in or out of the room?
- Are there any extra requirements for breakouts?