



Meeting Check List

When you plan your event with St. Christopher's Hotel, we'll ask you for the following information:

1. What's the name of the organization hosting the event?
2. What's the purpose of this meeting? Is attendance mandatory?
3. Have you held this meeting previously?
4. What dates are you interested in? Are your dates flexible or fixed?
5. Do you need rooms for overnight guests?
(If YES, please continue with 5.1 If No, please skip to 6)
 - 5.1 How many rooms do you need each night?
 - 5.2 What type of rooms do you need each night (e.g., queens, suites, etc.)?
 - 5.3 What is your budget for room rates?
 - 5.4 Are rooms commissioned?
 - 5.5 Will individuals pay for their rooms, or will all rooms be on a master-account?
6. Do you require meeting space for your event?
(If YES, please continue with 6.1 If No, please skip to 7)
 - 6.1 What type of meetings are you planning for this event?
 - 6.2 What dates will you need meeting space?
 - 6.3 What start and end times will you need meeting space?
 - 6.4 What kind of room layout or set-up do you need? See set-up options
 - 6.5 How many attendees will be at meetings?
 - 6.6 Do you need AV equipment or other supplies (e.g., projectors, screens, flip charts)?
 - 6.7 Are you planning coffee breaks during meetings? If so, at which dates and times, and for how many guests?
 - 6.8 Do you need breakout rooms for smaller groups?
(If YES, please answer the following questions If NO, please skip to 7)
 - *How many breakout rooms?
 - *How many people in each breakout group?
 - *On which dates and at what start and end times?
 - *What kind of room layout or set-up? See set-up options
 - *Any AV equipment or other supplies needed?
7. Will you need catering services?
(If YES, please continue with 7.1 If NO, please skip to 8)
 - 7.1 What meals are you planning? Breakfast, lunch, dinner, snack/coffee breaks?
 - 7.2 How many people will need to be served?
 - 7.3 On which dates and times do you want catering?
 - 7.4 Do you have special requirements, such as separating eating areas, continental breakfast outside meeting rooms, working lunches, etc.?
8. If you don't need catering, will attendees be on their own for meals?