

## PLANNING TIMELINE

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### Planning Timeline Checklist

Oakland Convention Center has compiled the following planning timeline checklist that will assist you in hosting a successful event.

#### Three (3) Months Prior to Event or at Time of Booking

- Determine the objective of the event and develop a suitable program and budget
- Book meeting site and support services
- Send letters of agreement to hotel and suppliers
- Setup a master account for your meeting charges with the hotel and authorize personnel that can sign for charges.
- Invite speakers and inform them about your attendees and the facilities of the hotel, including audio-visual capabilities
- Notify attendees
- Make travel arrangements

#### Five (5) Weeks before Event

- Confirm menus, room setups and supplies in writing with your event manager
- Monitor speakers' presentation development and offer assistance in reproducing any handouts
- Order signs and printed materials
- Mail attendees the agendas, dress code and other instructions
- Order gifts and amenities. Arrange deliveries of gifts (and meeting registration materials) with your hotel contact

#### Three Weeks before Event

- Check with speakers regarding the progress of their presentations, audio-visual and logistical arrangements
- Submit room list to hotel and confirm arrangements for amenities

#### One (1) Week before Event

- Ship materials to arrive 24 hours before your arrival, and confirm arrival before leaving your office
- Confirm all audio-visual requirements
- Make arrangements for shipping materials back to your office after the event
- Confirm meal and beverage counts for first day food functions
- Take a complete master set of all handouts with you; if your shipment of materials is lost or delayed you can arrange to have your master set photocopied

#### Upon Arrival

- Review details and walk through the event space with your property manager
- Personally inspect shipped materials to be sure that all of your items have arrived and that they are in good condition
- Check the hotel function board and front desk for posted times and locations of your functions

#### Event Days

- Check function space one hour in advance
- Notify your event manager immediately of any changes in plans or requirements
- Sign banquet checks each day and keep an ongoing record of on-site expenses

#### Event Conclusion

- Meet with event manager to review your sessions, charges and receipts
- Share with event manager the names of personnel who provided extraordinary service.

Oakland Convention Center offers world-class event facilities. For more information contact us at (510) 466-6455. We look forward to helping you host a memorable event.